

Position Description

Port of Portland

Harbour Master / Marine Manager

May 2025

This document is subject to review from time to time

Section A

Position: Harbour Master / Marine Manager

Reports to: Chief Executive Officer

Location: Port of Portland

Section B

Position Objective: The Harbour Master / Marine Manager is responsible for leading marine operations, including navigational safety, shipping scheduling and vessel movements, marine infrastructure and asset readiness, emergency response and port security.

This role ensures the effective coordination of resources and teams while maintaining compliance with respective Acts, including all applicable conventions, regulations, standards, and guidelines.

As a critical position within our leadership team, you will support in delivering the Port's Strategic Plan, developing a safety-first culture and embedding the organisation's values within the Marine Department.

Nature and Scope: Port of Portland is a strategic deepwater Port operating in south-west Victoria.

The Port is owned by Palisade Ports Pty Ltd, an investment managed by Palisade Investment Partners.

Functional Relationships:

Internally

- CEO
- Board of Directors
- Management Team
- Maintenance/Project Superintendent
- Operations Supervisors
- Administration and Finance

Externally

- Tenants
- Port Users
- Regulators and Government Agencies
- Contractors
- Suppliers
- Community

Section C – Key Tasks and Specific Accountabilities

The Harbour Master / Marine Manager is responsible for the following:

1.	Marine Operations Management
(a)	Act as licensed Harbour Master for the Port of Portland under the provisions of the Marine Safety Act 2010 (Vic). Develop and publish Harbour Masters Directions, Port Information Guide and Notices to Mariners.
(b)	Lead and manage day-to-day marine operations, including pilotage, towage, scheduling, navigational safety, and vessel maintenance, in alignment with organisational policies, procedures, and operational plans.
(c)	Collaborate with the leadership team to develop and implement strategic and safety plans that align with organisational objectives and industry best practices.
(d)	Prepare strategic reports and provide input into marine infrastructure maintenance, upgrades, capital works, and fleet renewal planning.
(e)	Develop and manage annual marine budgets, monitor expenditure, report against budget forecasts, and support payroll processes.
(f)	Manage the marine data centre and associated systems for scheduling, marine safety management, and asset maintenance tracking, ensuring accurate and complete compliance and service records.
(g)	Manage 24/7 marine rostering to ensure adequate operational coverage, compliance with enterprise agreement requirements, and integration of fatigue management practices.
(h)	Lead change initiatives to improve ship-handling practices, operational efficiency, marine and people safety, and port security.
(i)	Develop and maintain strong relationships with regulatory authorities, port users, tenants, and stakeholders to improve operational performance and ensure regulatory compliance.
(j)	Provide after-hours and on-call support as required, including the flexibility to perform alternate duties aligned to skills and capability to ensure business continuity.
2.	Compliance, Security & Emergency Management
(a)	Ensure compliance with relevant legislative and regulatory obligations including the Port Management Act, Marine Act, Port Management Act, Channel Operating Agreement, Maritime Security and State Pollution Control requirements.
(b)	Maintain the Marine Compliance Manual, managing obligations including hydrographic surveying, maintenance dredging, sand bypassing and channel alignments.
(c)	Develop policies and protocols for managing non-commercial shipping, recreational boating, on-water events, and commercial diving operations.
(d)	Lead the planning, training, and coordination of port emergency response and Emergency Management Plan and procedures, including oil spill preparedness and marine incidents such as groundings, collisions, and

		channel blockages.
	(e)	Act as the designated Port Security Officer (PSO), overseeing the implementation and maintenance of the Port Security Plan, including audits, exercises, and incident response protocols.

3.	Leadership & Performance Management	
	(a)	Lead, motivate, and develop marine teams to support a high-performance culture, providing coaching, mentorship, and regular feedback to ensure performance expectations are met.
	(b)	Promote a diverse, inclusive, and psychologically safe work environment built on respect and understanding, while proactively addressing psychosocial hazards.
	(c)	Conduct team meetings to discuss outstanding issues related to business changes, staffing issues, performance and client management issues, proactively sharing relevant safety messages and information.
	(d)	Assess training, competency, and familiarisation needs of team members, ensuring staff have the required licencing and training to perform roles safely and effectively.
	(e)	Manage performance processes, including annual performance reviews, disciplinary actions, and performance improvement plans when necessary.
	(f)	Develop and implement succession and workforce planning to ensure business continuity.

4.	Safety, Health and Environment Management	
	(a)	Promote a safety-first culture by holding teams accountable, engaging stakeholders, and driving continuous health, safety, and environmental performance improvement.
	(b)	Develop, implement, and maintain relevant safe operating procedures, risk assessments, Permit to Work system, identifying opportunities for continuous improvement.
	(c)	Monitor and enforce compliance with health, safety, and environmental regulations and adherence to POPL policies and safe work procedures.
	(d)	Report hazards, near misses, incidents, and faults promptly, reporting to Safe Transport Victoria and AMSA (as required).
	(e)	Lead investigations following incidents, oversee implementation of corrective actions and ensure timely closure of actions in line with due dates.

5.	Other	
	(a)	Undertake all other duties that are reasonably requested from time to time from the CEO or management.

Section D – Person Specification

Qualifications

- Valid Harbour Master Licence.
- Valid Master Class 1 Certificate of Competency (or equivalent) as required by the Safe Transport Victoria.
- Valid Maritime Security Identification Card (MSIC).
- Extensive experience in commercial port or marine operations, with a minimum of 5 years in a Harbour Master, Marine Manager or similar senior leadership role.
- Incident management or emergency response training is advantageous but not mandatory.

Skills and Knowledge

- Proven ability to lead and develop teams, with a focus on motivation and performance management.
- Comprehensive knowledge of marine, health, safety, and environmental statutory requirements, regulations and industry standards.
- Demonstrated experience in risk and safety management, use of shipping and maintenance systems. Proven capability in managing contractors, service providers, and third-party compliance.
- Experience and expertise in understanding how to prevent, respond to, coordinate and plan for contingencies for emergency incidents.
- Excellent written and verbal communication skills with the ability to adapt style and approach based on team needs and dynamics.
- Experience in mediating and resolving conflicts supporting collaboration and maintaining team cohesion.
- Proficiency in Microsoft Office applications (Excel, Word, Outlook, Teams) and shipping management systems, including safety, maintenance, and finance.
- Proven ability to build and maintain constructive relationships with key stakeholders, including regulatory bodies and industry groups.

Personal Attributes

- Excellent safety leadership, with a commitment to maintaining a safety-first culture.
- Commitment to lead, motivate and develop employees and promote an inclusive, respectful and collaborative team environment.
- Strong problem-solving skills, with a proven ability to make sound, timely decisions to address and overcome operational challenges.
- Resilient and adaptable, thriving in a fast-paced, high-pressure environment, with the capacity to manage multiple priorities.
- Collaborative team player, with a strong ability to work across teams and departments to achieve shared goals.

Review Date	Signed: Employee	Signed: Manager