

Position Description

Port of Portland

Operations Planner / Scheduler

June 2025

This document is subject to review from time to time

Section A

Position: Operations Planner/Scheduler

Reports to: Operations Manager

Location: Port of Portland

Section B

Position Objective: The Operations Planner/Scheduler is responsible for planning, scheduling, and coordination of operational and maintenance activities, guiding day-to-day operations. This involves optimising resource allocations, minimising downtime, and ensuring compliance with operational objectives and industry regulations.

A key focus of this role is supporting the Operations Manager in driving a safety-first culture, to deliver operational excellence and continuous improvement.

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
- Management Team
- Maintenance/Project Superintendent
- Administration and Finance

Externally

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

Section C – Key Tasks and Specific Accountabilities

The Operations Planner / Scheduler is responsible for the following:

1.	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)	Ensure all planned work incorporates safe work procedures, risk assessments, permits and forms and compliance requirements.
	(c)	Assess training, competency, and familiarisation needs of resource allocations, ensuring labour have the required training to perform roles safely and effectively.
	(d)	Report hazards, near misses, incidents, and faults promptly and complete regular safety audits and risk assessments.

2.	Operational Management	
	(a)	Assist the Operations Manager in developing, implementing, and managing operational and preventative maintenance schedules, supporting resource utilisation in adherence to organisational policies, procedures, and regulatory requirements.
	(b)	Collaborate with the leadership team to develop and implement strategic operational plans that align with the organisations long-term goals.
	(c)	Manage operational and maintenance systems and data, including service and maintenance records, compliance registers, ensuring data is complete and accurate.
	(d)	Develop work packs, including job scope, allocation of resources, materials, and safety considerations.
	(e)	Prepare reports including graphs, charts, and data tables, to monitor operational efficiency, maintenance key performance indicators and identify trends.
	(f)	Review and close out job orders, confirming task completion, adherence to safe work procedures, and identifying opportunities for improvement.
	(g)	Ensure all port plant, equipment and tools are regularly serviced, maintained in a fit-for-purpose state, and subjected to regular safety checks.
	(h)	Analyse historical maintenance data to identify trends, areas for improvement, and opportunities to optimise maintenance processes.
	(i)	Actively engage with cross-functional teams to address concerns, improve operational efficiency and ensure alignment on operational and maintenance activities.

3.	Other	
	(a)	Undertake additional duties as requested by the Operations Manager, Infrastructure Manager or CEO.

Section D – Person Specification

Qualifications

- Minimum 5 years' experience in project management, maintenance planning or similar role.
- Strong knowledge of health, safety, and environmental regulations and industry standards.

Skills and Knowledge

- Strong knowledge of preventative maintenance systems, asset management, and reliability principles.
- Experience in budgeting, forecasting, safety management, and maintenance / planning systems.
- Proven ability to plan, prioritise and manage operations to meet industry and customer requirements within established deadlines and budgets.
- Excellent written and verbal communication skills with the ability to adapt style and approach based on team needs and dynamics.
- Strong problem-solving skills, with a proven ability to make sound, timely decisions to address and overcome operational challenges.
- Proficiency in Microsoft Office applications (Excel, Word, Outlook, Teams) and operational systems, including safety, maintenance, and finance.

Personal Attributes

- Excellent safety leadership, with a commitment to maintaining a safety-first culture.
- 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.
- Commitment to lead, motivate and develop employees and promote an inclusive, respectful and collaborative team environment.

Review Date	Signed: Employee	Signed: Manager