

Harbour Master / Marine Manager



Position Description

Position Details

Reports to: Chief Executive Officer

Employment Type: Full-time

Date of Review: October 2025

Position Objective

Position Objective: The Harbour Master / Marine Manager is responsible for ensuring the safe navigation and movement of vessels within the Port of Portland.

This role leads and upholds a safety-first culture across all marine operations with an emphasis on safety governance, regulatory compliance, and the proactive identification, assessment, and mitigation of marine risks.

The position ensures marine infrastructure and assets, including channels, navigational aids, port security and emergency response capabilities are maintained to meet and exceed compliance with regulatory and safety standards, both now and into the future.

As a critical position within our leadership team, you will support in delivering the Port's Strategic Plan, driving continuous safety improvement, 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

Key Responsibilities and Duties

Safety, Health and Environment Management

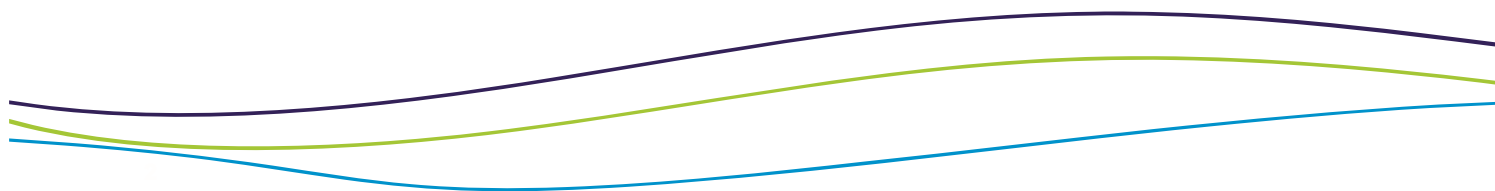
- Promote and model a safety-first culture by holding teams accountable, engaging stakeholders, and driving continuous health, safety, and environmental performance improvement.
- Develop, implement, and maintain Safety Management System (SMS), Job Safety and Environmental Analysis (JSEAs), Risk Assessments, and the Permit to Work system, identifying opportunities for improvement.
- Monitor and enforce compliance with health, safety, and environmental regulations, marine conventions, regulations, standards, POPL policies and SMS, ensuring that risk controls are effective and safety obligations are met.
- Collaborate with the leadership team to develop and implement strategic and safety plans that align with organisational objectives and industry best practices.
- Report hazards, near misses, incidents, and faults promptly, reporting to Safe Transport Victoria and Australian Maritime Safety Authority (as required).
- Lead investigations following incidents, complete regular safety audits and risk assessments, and oversee the timely implementation of corrective actions.
- Participate in all OHS and environment related training.

Leadership & Performance Management

- Lead, motivate, and develop marine teams to support a high-performance culture, providing coaching, mentorship, and regular feedback to ensure performance expectations are met.
- Promote a diverse, inclusive, and psychologically safe work environment built on respect and understanding, while proactively addressing psychosocial hazards.
- 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 to embed a safety-first culture.
- Assess training, competency, and familiarisation needs of team members, ensuring staff have the required licencing and training to perform roles safely and effectively.
- Manage performance processes, including annual performance reviews, disciplinary actions, and performance improvement plans when necessary.
- Develop and implement succession and workforce planning to ensure business continuity.

Marine Operations

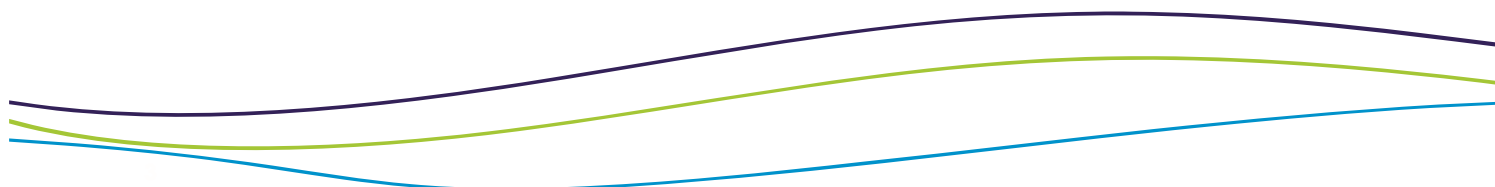
- Lead and manage day-to-day marine operations, ensuring safety across pilotage, towage, scheduling, navigational safety, and vessel maintenance, in alignment with organisational policies, procedures, and operational plans.



- Prepare strategic reports including maintenance performance, outstanding work orders, and completion rates to support operational planning marine infrastructure maintenance, upgrades, capital works, and fleet renewal planning.
- Develop and manage annual marine budgets, monitor expenditure, report against budget forecasts, and support payroll processes.
- 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.
- Manage 24/7 marine rostering to ensure adequate operational coverage, compliance with enterprise agreement requirements, and integration of fatigue management practices.
- Lead change initiatives to improve ship-handling practices, operational efficiency, marine and people safety, and port security.
- Develop and maintain strong relationships with regulatory authorities, port users, tenants, and stakeholders to improve operational performance and ensure regulatory compliance.
- 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.
- Undertake all other duties that are reasonably requested from time to time from the CEO or management.

Compliance, Security & Emergency Management

- 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.
- Ensure compliance with relevant legislative and regulatory obligations and reporting requirements including the Port Management Act, Marine Act, Port Management Act, Channel Operating Agreement, Maritime Security, State Pollution Control requirements and POPL Safety and Environment Management Plan (SEMP).
- Maintain the Marine Compliance Manual, managing obligations including hydrographic surveying, maintenance dredging, sand bypassing and channel alignments.
- Develop policies and protocols for managing non-commercial shipping, recreational boating, on-water events, and commercial diving operations.
- 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 blockage, ensuring compliance with Emergency Management legislation.
- 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.



Key Selection Criteria

Qualifications

- Ability to obtain a valid Harbour Master Licence.
- Valid Master Class 1 Certificate of Competency (or equivalent) as required by Safe Transport Victoria.
- Valid Maritime Security Identification Card (MSIC).
- Experience in commercial port, marine operations, or relevant industry 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

- Comprehensive knowledge of marine, health, safety, and environmental statutory requirements, regulations and industry standards.
- Proven ability to lead and develop teams, with a focus on motivation and performance management.
- 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.
- Technical capabilities including ability to use Microsoft Office applications (Excel, Word, Outlook, and Sharepoint) and operational 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.
- Collaborative team player, with a strong ability to work across teams and departments to achieve shared goals.

