

Launch Master



Position Description

Position Details

Reports to: Harbour Master / Marine Manager

Employment Type: Full-time

Date of Review: September 2026 (this is subject to review from time to time)

Position Objective

Position Objective: The Launch Master is responsible for leading the safe and compliant operation of the POPL pilot vessels and lines boat including pilot transfers, mooring operations and launch services.

A key focus of this role is supporting the Harbour Master / Marine 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

- Marine Department
- Operations Department
- Administration and Finance
- Infrastructure Department

Externally

- Tenants
- Port Users
- Contractors
- 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 Regulatory Requirements and adherence to POPL policies and Safety Management System (SMS).
- Lead, attend and participate in safety/toolbox meetings, safety and emergency drills and relevant training courses or seminars.

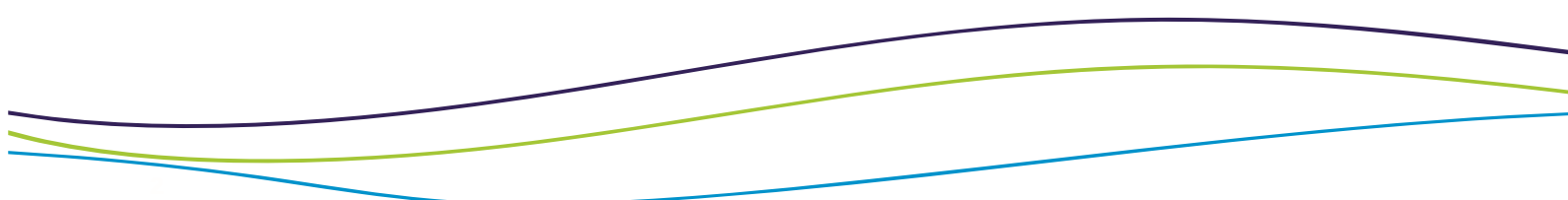
- Participate in marine and salvage operations, operate oil spill and environmental protection equipment.
- Report hazards, near misses, incidents, and faults promptly to the management (Harbour Master/Marine Manager or SHE Manager).
- Support investigations following incidents, complete regular safety audits and risk assessments, and oversee the timely implementation of corrective actions.

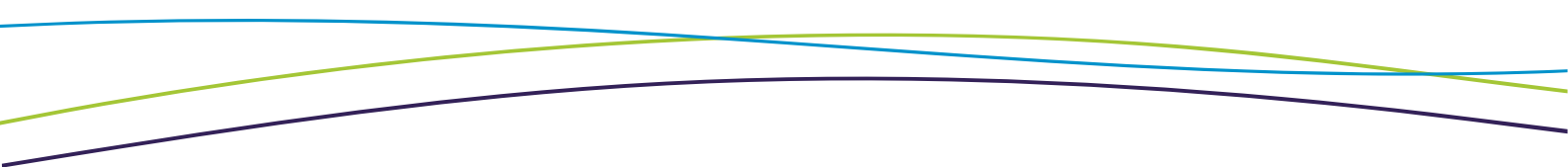
Launch Operations

- Assist the Harbour Master / Marine Manager in coordinating launch operations, ensuring tasks are executed efficiently, on schedule, and in adherence with organisational policies, procedures, and regulatory requirements.
- Ensure the pilot vessel(s) and lines boat(s), equipment and tools are regularly serviced, maintained in a fit-for-purpose state, and subjected to regular safety checks in accordance with the planned maintenance schedule.
- Manage operational and maintenance systems and data, including records of all launch operations, fuel usage, maintenance logs, and compliance registers, ensuring data is complete and accurate.
- Liaise with the Shipping Coordinator or duty scheduler to ensure pilot launch transfers are conducted in accordance with the shipping schedule.
- Maintain effective communication with pilots, shipping coordinator and port management.
- Lead initiatives to improve launch operations, operational efficiency, marine and people safety.

Team Supervision

- Lead, motivate, and develop launch teams to support a high-performance culture, providing coaching, mentorship, and regular feedback to ensure performance expectations are met.
- Conduct crew safety briefings to discuss outstanding issues and proactively sharing relevant safety messages and information.
- Assess training, competency, and familiarisation needs of team members, ensuring staff have the required licensing and training to perform roles safely and effectively.
- Undertake all other duties that are reasonably requested from time to time from the Harbour Master / Marine Manager.





Key Selection Criteria

Qualifications

- Master less than 24 metres near coastal
- Marine engine driver grade 2 near coastal (MED2)
- Certificate of Safety Training (CoST)
- Valid Maritime Security Identification Card (MSIC)
- First Aid certificate
- Previous experience in a Launch Master or similar role
- Experience in marine maintenance is preferred.

Skills and Knowledge

- Strong knowledge of marine, health, safety, and environmental statutory requirements, regulations and industry standards.
- Demonstrated ability to lead and develop teams by effectively communicating, delegating, negotiating, coordinating activities, and achieving desired outcomes.
- Strong problem-solving skills, with a proven ability to make sound, timely decisions to address and overcome operational challenges.
- Excellent written and verbal communication skills with the ability to adapt style and approach based on team needs and dynamics.
- Technical capabilities including ability to use Microsoft Office applications (Excel, Word, Outlook, and SharePoint) and operational systems, including safety, maintenance, and finance.

Personal Attributes

- Ability to thrive in a fast-paced, high-pressure environment, with the capacity to manage multiple priorities.
- Commitment to promoting an inclusive, respectful and collaborative team environment.
- Excellent safety leadership, with a commitment to maintaining a safety-first culture.
- Collaborative team player, with a strong ability to work across teams and departments to achieve shared goals.