



POSITION DESCRIPTION

POSITION TITLE:	Marine Pilot (in Training)		
BUSINESS UNIT:	Operations		
TENURE:	Full Time		
LOCATION:	Townsville/ Lucinda/ Abbot Point		
CLASSIFICATION:	Refer to EA		
NAME:			
SIGNATURE:	Date: ____ / ____ / ____		
DIRECT SUBORDINATES: Nil			
OTHER SUBORDINATES: Nil			
SUPERVISOR:	Manager Pilots		
NAME OF SUPERVISOR:			
SIGNATURE:	Date: ____ / ____ / ____		
GENERAL MANAGER:	General Manager Operations		
NAME OF GENERAL MANAGER:			
SIGNATURE:	Date: ____ / ____ / ____		

NOTE: Signature confers acceptance of the duties, responsibilities etc detailed within.

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PRIMARY PURPOSE OF POSITION:

Reporting to the Manager Pilots the primary function of a Marine Pilot is to conduct safe and efficient pilotage of vessels in the region's ports through the direct application of a high level of ship handling skill, local port knowledge and general maritime expertise.

Regardless of previous experience, all new Marine Pilots commence at a trainee level as extensive port specific training and licenses are required to attain an unrestricted pilot licence. Upon successful completion of this training and certification, the trainee will progress to the level of Marine Pilot with unrestricted pilotage responsibilities in accordance with the Port of Townsville Marine Pilot Enterprise Agreement 2017.

POSITION RESPONSIBILITIES:

The Marine Pilot (in training) is responsible for the following:

Key Responsibilities	Performance Standards/Results
Obtain and maintain unrestricted pilot licenses for the regions ports.	<ul style="list-style-type: none">Pilot licence and area endorsements for the ports within the region obtained and maintained.
Conduct safe and efficient port pilotage as required by the roster.	<ul style="list-style-type: none">Pilotage services delivered in a demonstrated safe, effective and efficient manner
Perform the duties of a pilot to meet the operational demands during periods of pilot shortage as requested by the Manager Pilot subject to fatigue.	<ul style="list-style-type: none">Pilot duties performed to meet the operational demands during periods of pilot shortage as requested by the Manager Pilot subject to fatigue.
Liaise with the Manager Pilot on pilotage issues to establish effective feedback and consultation processes within the Pilots Business Unit to deliver a safe, effective and efficient pilotage service.	<ul style="list-style-type: none">Demonstrated effective feedback and consultation processes with the Manager Pilot established and maintained.
Undertake pilot and safety training to maintain Pilot license, Area endorsements and other relevant Pilotage skills as required by the Regulator and the Port of Townsville Limited (POTL).	<ul style="list-style-type: none">Pilot and safety training to maintain Pilot license and area endorsements and other relevant Pilotage skills as required by the Regulator and POTL undertaken and completed before expiry dates.
Liaise with ships' masters, operators, agents, port authorities, regulatory bodies and providers of marine safety services concerning shipping in the regions ports.	<ul style="list-style-type: none">Records maintained within POTL's records management system.
Utilise computer technology as it relates to the effective delivery of pilotage services.	<ul style="list-style-type: none">Records maintained within POTL's records management system.
Complete appropriate documentation and logs in a timely manner.	<ul style="list-style-type: none">Demonstrated compliance of appropriate documentation and logs completed correctly in a timely manner.
Provide training to other pilots and masters seeking exemption as required.	<ul style="list-style-type: none">Records maintained within POTL's records management system.
Perform other duties as allocated by the Manager Pilot, General Manager Operations and other Senior Pilots involved in training supervision.	<ul style="list-style-type: none">Duties are carried out effectively, and in a timely manner.

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Key Responsibilities	Performance Standards/Results
All employees have an obligation to comply with the Workplace Health and Safety Act, POTL's Workplace Health and Safety policies, procedures and instructions to ensure a safe workplace. POTL's OHS Structure, Functions, Roles and Responsibilities (POT 457) identifies the workplace health and safety responsibilities at each function and level within POTL.	<ul style="list-style-type: none"> ▪ Demonstrated compliance with the WH&S Act and Corporation's Workplace Health and Safety policies, procedures and instructions.

BEHAVIOURAL STANDARDS:

Behaviours	Performance Standards
Accountability	<ul style="list-style-type: none"> ▪ Take ownership of your own performance and decisions and their impact on the business. Support the ownership that other people have for their sphere of work. ▪ Invite and actively listen to others' points of view. ▪ Address issues or problems instead of waiting for others to do so. ▪ Take accountability for your performance and understand the impact of your behaviour on others. ▪ Set the example that you expect from others.
Respect	<ul style="list-style-type: none"> ▪ Care for yours and other's health, safety and wellbeing. ▪ Maximize your contribution to sustainable development through support and respect of neighbouring communities. ▪ Embrace diversity and encourage recognition of individual and team contributions.
Teamwork	<ul style="list-style-type: none"> ▪ Work collaboratively to deliver the best outcome. ▪ Trust in the commitment and capability of others. ▪ Focus your collective efforts where they deliver the best outcome for the business unit. ▪ Manage differences of opinion directly and diplomatically. ▪ Support management decisions.
Integrity	<ul style="list-style-type: none"> ▪ Open with people, customers, suppliers and the communities in which we operate. ▪ Treat everyone with fairness and honesty.
Achieving a "zero harm" culture	<ul style="list-style-type: none"> ▪ Lead and perform work in a way that puts safety and the well-being of employees, stakeholders and the environment first. ▪ Understand and apply WHS policies and standards as they relate to your role. ▪ Demonstrate safe and healthy behaviours and environmental awareness. ▪ Address unsafe behaviours
Maximising strategic effectiveness	<ul style="list-style-type: none"> ▪ Understand the business objectives and the role you and your team has in achieving them. ▪ Support and articulate business unit goals. ▪ Make data based decisions using relevant information. ▪ Ask questions when there is conflicting information in order to take the right actions.
Striving for operational excellence	<ul style="list-style-type: none"> ▪ Effectively complete tasks that are part of the business plan. ▪ Take actions that optimise business unit performance and the use of resources today and in the future. ▪ Optimise the use of all resources. ▪ Openly seek knowledge and apply new learning to improve processes and

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	<p>performance.</p> <ul style="list-style-type: none"> ▪ Take initiative to find solutions to problems or challenges. ▪ Take customer/stakeholders' needs and expectations into account when making decisions.
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POSITION COMPETENCIES:

Key Competencies	Performance Standards/Results
Technical and Analytical Skills	Demonstrates consistent logic, rationality and objectivity in problem solving.
Initiative and Innovation	Ability to work with minimum supervision.
Customer Service Focus	Takes steps to satisfy customer beyond what is expected or required. Keeps abreast of competitor products and/or services. Develops products and/or services to anticipate customer needs. Provision of training and advice to internal customers.
Prioritisation and Time Management Skills	Adequate planning to ensure prioritisation of projects and allocation of resources to achieve business unit and organisational goals and objectives.
Communication Skills	Ability to communicate effectively with internal and external customers.
Professional Development	Skills maintained at a level relevant to the position.

POSITION INTERFACE:

Internal

All employees

External

Ships' masters

Operators

Agents

Port authorities

Regulatory Authorities and providers of Marine Safety Services concerning shipping in the region's ports

LIMITS OF AUTHORITY:

The Marine Pilot (in training) is authorised to:

- Undertake all duties as outlined in position responsibilities above in accordance with the Corporate Plan, Statement of Corporate Intent, Financial objectives and strategies, the annual budget and POTL's policies and Business Management System.
- Approved expenditure in accordance with the delegation contained in the Authorities and Delegations Policy.
- Accountable for personal compliance with the POTL Employee Manual and for discharging the duties and responsibilities of the role as defined.

POSITION ENTRY REQUIREMENTS:

Mandatory

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- Holder of, or the ability to acquire, a current and valid Queensland pilot license and area endorsements for the region
- Holder of a valid Master Class 1 Certificate, (Including Manila STCW 2010 Amendments) issued or recognized by the Australian Maritime Safety Authority (AMSA)
- Holder of a valid AMSA certificate of medical fitness throughout the tenure as a marine pilot
- Possession of a current Queensland Open Driver's Licence
- General computer skills in Microsoft Office applications (e.g. Word, Excel, PowerPoint)
- The incumbent must be a permanent Australian resident and must be willing to reside at the designated work location.

Desirable

- Previous Piloting experience and Pilot's Licence issued within the Commonwealth
- Experience as an exempt Master with substantial ship handling experience on different types of vessels
- Certificate from a recognised simulator or a recognised man model centre endorsing pilotage skills.

SELECTION CRITERIA (To be addressed in application):

Essential

- SC1 Demonstrated experience in the safe and efficient pilotage of ships, or significant recent experience in a senior position on a seagoing vessel required to carry a Master Class 1
- SC2 Thorough knowledge of shipping and port operations, particularly as they relate to pilotage
- SC3 Current knowledge of relevant marine acts, regulations, codes, standards and guidelines of shipping industry applicable to pilotage in Australia
- SC4 High level communication skills with the ability to consult and develop cooperative relationships with stakeholders and the community
- SC5 Ability to work as a productive member of a small team under minimal supervision

NOTE: Applicants should specifically address each of the selection criteria, as short listing and selection will be based upon these selection criteria.

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