

PORT OPERATIVE ROLE OVERVIEW

The Port Operative role is designed to maximise flexibility, efficiency and performance so we can meet customer expectations. We are keen to ensure that you fully understand it now so you can make an informed decision about whether this role suits you or not. If selected, we do not want you accepting the role based on false expectations.

Please see below a form detailing the key points about the role.

Item no.	Item description
1	<p>Contract (if offered after the Port Operative recruitment process)</p> <ul style="list-style-type: none"> • Full time, permanent contract (42 hrs per week). • Separate contract to main workforce. • Must hold an IT (Internal Tractor) licence - This is a mandatory requirement of the role. You may start in another role like stevedores and then undertake tug training later. • The IT (Internal Tractor) licence can only be gained within a 96 hour period of training. Within the first 36 hours of training you will be required to take a test. If you do not pass this test you will be given a further 8 hours of training, after which the test will be repeated. If you fail this test again, your contract will be terminated. If the test is passed you will resume your next set of training hours where there will be an assessment at the end. If you fail this assessment, your contract will be terminated. You must consider this before accepting employment at the Port. • If you are successful in your training your contract of employment is still subject to a 26 week probation period. The Company may, at its discretion, extend this period for up to a further three months (the "Probation Period"). If you fail to meet the appropriate standard and criteria your contract could be terminated. • Progression as a Port Operative will be via the acquisition (and use) of additional skills. • Selection for training on further licences is based on all aspects of your employment record including your performance.
2	<p>Fixed - Flexible shift pattern (shift pattern on page 3)</p> <ul style="list-style-type: none"> • The Port Operative shift pattern contains 8 fixed shift weeks and 8 flexible shift weeks, which rotates over a 16 week period. • On a fixed shift week you will always work 12 hour shift lengths which are 07:00 - 19:00 (Day Shift) or 19:00 - 07:00 (Night Shift). You will not receive texts for these shifts, you are planned to work unless you book holiday. • On a flexible shift week your shift lengths could vary from 6 to 12 hour durations. All shifts for flexi weeks will be sent via text from the Resource Office. Text example below: <div style="background-color: #e6f2ff; padding: 5px; margin: 10px 0;"> <p>Shift on 28/09/2021, DL 0700-1900, Operations, Tug Driver. Please call Labour office if unable to work</p> </div> <ul style="list-style-type: none"> • If you cannot work your full 84 hours a fortnight the Company will bank any unused hours up to a maximum of 100 hours. The Company will require you to work your banked hours in the future flexible periods on the roster. • Only able to plan events outside work reliably by booking leave or when it is your nominated rest day. <p><i>How does the above fit with your lifestyle and out of work commitments e.g. childcare, partner's work etc.? Please consider all of this before accepting employment at the Port.</i></p>

3	<p>Pay</p> <ul style="list-style-type: none"> • Annual salary of £31,253 in 12 equal monthly instalments plus shift allowance based on the specific shifts worked. • If you worked an equal % of Days & Nights, annual shift pay would be c. £3,787. • Overtime rate is £17.826 per hour plus the relevant shift allowance. • Paid higher grade pay when working in more advanced roles e.g. RTG Driver. • Default bonus pot worth up to £2,841 per year (<u>subject to Company review each year</u>). Actual bonus will be based on your <u>own</u> performance/attendance/conduct so could be lower or higher than the default pot. Bonus will be calculated and paid on a 6 monthly basis (May & November). • Monthly paid (last working day of the month). • The basic salary payment is always for the current month. If you start after the first of the month or leave before the last day of the month then this figure will be pro-rated to the number of calendar days in the pay period. • All temporary pay such as shift payments, overtime and higher grade pay are paid a full calendar month in arrears. For example in December you will be paid Decembers basic salary plus any additional pay for the period 1st - 30th November. • All absences are recorded in arrears and will be for either a 4 or 5 week reporting period up to the last Sunday of the previous month. For example for December's payroll the absence reporting period will be for the period 28th October - 24th November. This could mean that even if you are back at work SSP (Statutory Sick Pay) and OSP (Occupational Sick Pay) may still show on your payslip.
4	<p>Working arrangements</p> <ul style="list-style-type: none"> • You will normally have 90 mins break per 12 hr shift. • You will switch roles as required during a shift.
5	<p>Leave</p> <ul style="list-style-type: none"> • Entitled to 22 x 12 hr shifts of leave (including Bank Holidays). • Restricted ability to take leave in the summer.
6	<p>Benefits</p> <ul style="list-style-type: none"> • Company sick pay (phased based on service, max 26 weeks in a rolling 3 year period after 3 years service). Two unpaid sick days at the start of each sick occasion. • Contractually enrolled into defined contribution pension scheme including Death in service and Ill health benefits. Basic salary and shift pay are deemed pensionable pay. You must contribute a minimum of 4% of pensionable pay for the Company to contribute 8%.

I have read and understood all the points detailed above.

Name:

Signature:

Date:

Port Operative 16 Week Shift Pattern

SHIFT PATTERN FOR ALL PORT OPERATIVES ON FLEXIBLE SHIFTS

16 week cycle – 50% fixed (4 on 4 off), 50% flexible

Week	Type	Cycle Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hrs
1	R	1	D	D	N	N	RD	RD	RD	48
2	R	2	RD	D	D	N	N	RD	RD	48
3	R	1	RD	RD	D	D	N	N	RD	48
4	R	2	RD	RD	RD	D	D	N	N	48
5	F	1	RD	RD	RD	FS	FS	FS	FS	84
6	F	2	FS	FS	RD	RD	FS	FS	FS	
7	F	1	FS	FS	FS	FS	FS	RD	RD	84
8	F	2	FS	FS	FS	FS	FS	FS	FS	
9	R	1	RD	RD	RD	RD	D	D	N	36
10	R	2	N	RD	RD	RD	RD	D	D	36
11	R	1	N	N	RD	RD	RD	RD	D	36
12	R	2	D	N	N	RD	RD	RD	RD	36
13	F	1	FS	FS	FS	FS	FS	FS	FS	84
14	F	2	RD	RD	FS	FS	FS	FS	FS	
15	F	1	FS	FS	RD	RD	FS	FS	FS	84
16	F	2	FS	FS	FS	FS	RD	RD	RD	

**ALL FLEXI SHIFTS
DEPLOYED BY
THURSDAY 19:00
FOR THE
FOLLOWING WEEK**

**Max 5 banked shifts
per year in the fixed
weeks of the pattern
(excl BHs)**