

Port Operative

Job Summary	
Responsible To	Duty Operations Manager – Dooley & Logistics Section Supervisors when in Operational environments
Job Purpose	To provide a flexible pool of labour which can be deployed as required, meeting workload peaks or covering absences
Description of Duties	
Primary Functional Objectives of the Role	<ul style="list-style-type: none"> • To work in a flexible manner in regard to work patterns and also the type of role that is carried out, to enable the Company to deploy Port Operatives in the most cost effective and operationally strategic manner. Subject to the agreed rules on notice periods and shifts, Operatives are expected to be available to work at all times and will be called in when required. • A minimum of two operational skills will be held with Internal Movement Vehicle (IMV/TUG) being mandatory. • Carry out all aspects of IMV driving duties in support of port operations. This includes the use of information technology systems and any ancillary work connected with such operations. • Carry out all aspects of any other skill obtained in support of port operations; these may include but not limited to: Rubber Tyred Gantry crane (RTG) Crane Coordinator Stevedore • If not required for these duties during any time you are on pay, you may be required to carry out any other work within your capability. This includes general labouring tasks where minimal instruction is required. • Demonstrate a flexible approach to all work and where you hold the relevant licences you will operate other plant or perform and carry out other duties when required. • Undertake any reasonable training that the Company may require. This includes training for current or new duties as well as the periodic reassessment of existing licences. • Strive to achieve consistently high levels of productivity and customer service, meeting the performance targets that will be set and reviewed on a rolling basis. • <i>Ensure compliance to all policies, procedures, standard operating practices, with recommendations for action and continuous improvement.</i>
Primary Line / Performance Management Objectives of the Role	<ul style="list-style-type: none"> • Not applicable.
Primary Leadership Objectives of the Role	<ul style="list-style-type: none"> • Not applicable.
Responsibilities for:	
People	<ul style="list-style-type: none"> • No direct responsibility for other people. • Responsible for own conduct and behaviour
Assets	<ul style="list-style-type: none"> • Responsible for safe and appropriate use of all plant allocated to. • Perform all running and maintenance checks as per agreed procedures. • Keep all equipment cabs clean and in good condition. • Report all faults with allocated plant or equipment to appropriate Line Supervisor.
Finance	<ul style="list-style-type: none"> • Has a general duty of care to work in a cost effective manner.
Decision Making	<ul style="list-style-type: none"> • Required to use own judgement in all operational environments with regard to health and safety issues that present themselves. • Report to relevant Supervisor / Process Controller any adverse / positive situations that they are clearly not aware of and will benefit or assist in achieving the operational objectives. • Wherever possible work with operational targets in mind and take appropriate

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	action to minimise delays to your work.
Communications	<ul style="list-style-type: none"> • At all times conduct self in a professional and courteous manner to any person that you might come into contact with through your daily routine. • Communicate progress, delays or problems (actual or anticipated) to your Supervisor/ Process controller. • Listen and take instruction from your relevant Supervisor or Process controller and the management team. • Ensure correct and professional use of all radio communication systems. • Ensure where you are unclear of any communication that you seek clarification of the original and intended message in whatever format the message is received. • Communicate with Duty Operations Manager as your direct line Manager anything that is out of the direct operational environment.
Experience & Knowledge	
<ul style="list-style-type: none"> • Maintain a working knowledge of relevant procedures regarding Health and Safety in the work place. • Maintain continued knowledge of systems and methods of work within the particular environments you are qualified to work in. 	
Qualifications	
<ul style="list-style-type: none"> • Full DVLA driving Licence. • Internal Movement Vehicle (IMV) Licence. • Secondary skill – one of the following: RTG; Crane Co-ordinator; Stevedore &/or associated tasks • Other internal licences for specific areas you are required to work in. 	
Mental Demands	
<ul style="list-style-type: none"> • This job involves extremely unpredictable working patterns and as such will demand an extreme amount of flexibility from not only the individual alone, but also others they are close to in their family environment. • Due to the unpredictability of the working patterns this can and does make the working of shifts at times tiring on the body and mind so rest between shifts is essential. • The job itself in whatever capacity you are working requires good levels of concentration most of the shift when conducting your role. • A willingness to be deployed at short notice is required, and an accepting nature with regard to where you work within the port and what role you will perform. 	
Physical Demands	
<ul style="list-style-type: none"> • In most plant driving roles there is a requirement to climb to varying degrees of height to board the equipment. • In plant driving roles you are protected from the outside elements in general. • The Stevedoring role involves physical labour (e.g. lifting lashing bars, twist locks, heavy ropes and other similar equipment) but the extent varies between tasks. Lashing work is particularly onerous; with twistlock work may require standing for long periods. • Employees also need to work in confined locations and on uneven surfaces (e.g. Ships decks) 	
Health & Safety (exposure to risk)	
<ul style="list-style-type: none"> • Employees are exposed throughout their working hours to a varying degree of risk. The severity of exposure will be determined by the type of work the Port Operative is carrying out at the time. 	

Authorised by:		Accepted by:	
Manager's name:		Job Holder's name:	
Signature:		Signature:	
Date:		Date:	