



Position Description

Assistant Terminal Operations Manager

Position Purpose

The purpose of this role is to manage the safe, efficient and effective receipt, storage and load out of product and to ensure the terminal operates in a safe, efficient and effective manner. This position is the designated second-in-charge role at the terminal and will deputise for the Terminal Operations Manager as required.

Occasional travel for training purposes or to support other locations may be required from time to time. You must hold a current New Zealand Driver's licence (no restrictions).

Relationships

- Reports to: Terminal Operations Manager
- Internal relationships: Terminal Operators at terminal as well as all staff of NZOSL.
- External relationships: Engineering and labour contractors, shareholder representatives, fuels industry, local shipping operators, fuel transport operators, and suppliers

Responsibilities

Key Accountabilities	Performance Indicators
<p>Terminal Operations</p> <ul style="list-style-type: none"> • Undertake the safe and efficient receipt, storage and load out of product • Sample, measure and maintain product quality as a Testing Officer • Ensure all terminal operations comply with HSSE, quality and engineering standards and legislative requirements • Plans and coordinate operational tasks and activity on site • Liaise with customers, contractors, service providers and distributors regarding terminal operations • Plan, manage and oversee tanker discharge operations as a Shore Officer • Organising bunkers and reporting on associated activity 	<ul style="list-style-type: none"> • Product is received, stored and loaded out safely and efficiently • Product quality meets product specifications at all times • Terminal operations comply with HSSE, quality and engineering standards and legislative requirements • Tasks and activities on site are planned and executed in an efficient manner • High levels of satisfaction and cooperation from all parties • Tanker discharge operations run smoothly, safely and to plan • Bunkers activity runs smoothly and reports completed accurately and on time



Responsibilities	
Key Accountabilities	Performance Indicators
<ul style="list-style-type: none"> • Issue work permits to contractors and monitor their performance and compliance • Conduct contractor activity and competency audits including maintaining of records • Manage staff and contractor workloads, issue permits to work, undertake job safety analysis and monitor performance • Conduct induction, internal and external training on NZOSL systems, policy and procedures • Document, review and update terminal operating procedures as required • Purchasing of relevant goods and services including invoice processing 	<ul style="list-style-type: none"> • Work permits issued for necessary work and conditions complied with by all contractors • Contractor audits and records are accurate and up to date • Staff and contractors are effectively utilised to meet terminal needs • Visitors, contractors and other NZOSL staff all receive appropriate induction and training • Terminal operating procedures are current and up to date • Administrative requirements are completed timely and accurately
<p>Terminal Management</p> <ul style="list-style-type: none"> • Act as the designated second-in-charge at the terminal and deputise for the Terminal Operations Manager as required • Assist with managing day-to-day terminal operations, activity, work planning, asset management and maintenance • Assist the Terminal Operations Manager as required for specific projects and activities including, incident investigation, management of change, risk assessments and follow-up to Hazops and audits 	<ul style="list-style-type: none"> • Acts effectively as Terminal Operations Manager when required and leads by example as an effective role model • Day-to-day terminal operations run smoothly, efficiently and effectively • Assigned projects and activities undertaken and completed to the satisfaction of the Terminal Operations Manager



Key Result Areas and Accountabilities	Performance Indicators
<p>Special Accountabilities</p> <ul style="list-style-type: none"> • Manage special projects that may be assigned by the National Operations Manager from time-to-time • Manage areas of special interest that may be assigned by the National Operations Manager from time-to-time 	<ul style="list-style-type: none"> • Special projects are managed efficiently and effectively and meet project aims and objectives • Areas of special interest are managed appropriately with all risks and issues addressed
<p>Relationship Management</p> <ul style="list-style-type: none"> • Develop and maintain effective relationships with key external stakeholders and contacts • Represent NZOSL's interests in dealings with shareholders and statutory authorities 	<ul style="list-style-type: none"> • Relationships with key external contacts are managed for mutual benefit • NZOSL's interests are well represented in dealings with shareholders

Person Specification
<p>Skills</p> <ul style="list-style-type: none"> • Practical operational skills that are relevant to plant or terminal operations • Operating to safety procedures in industrial environments including hazard and risk management • Contractor management skills • Sound problem solving skills with the ability to identify and address key issues • Excellent organisational skills with the ability to handle a number of tasks at the same time • Excellent relationship management and interpersonal skills • Well developed verbal and written communications skills <p>Knowledge/Experience</p> <ul style="list-style-type: none"> • Proven practical operational experience, such as in a large plant or similar environment • An understanding or experience in the oil industry or related industry • Successful experience receipt, storage and handling of bulk fuel products • Familiarity with information technology and common accounting, engineering and maintenance software • Understanding of health, safety and environmental legislation and regulations • Experience in supervising staff <p>Attributes</p> <ul style="list-style-type: none"> • Safety first orientation, unwilling to compromise on safety • Complies with standards and follows policies and processes • Works well in a team and contributes to a positive team environment • Willingly take accountability for own decisions and actions and their results



- Be flexibility and adaptable to handle a number of issues at the same time
- High levels of personal integrity and trust
- Self managing and motivated to succeed
- Willingness to be proactive and take the initiative
- Persistence and resilience to see the job through
- Challenges the status quo, accepts debate and alternative perspectives
- Ability to learn and to lead others

The following qualifications will be an advantage:

- Logistics or related services, engineering or a trade related qualification
- Accredited Shore Officer, Testing Officer and Work Permit Signatory/Gas Tester
- HSNO Approved Handler