

## **Advertisement- Operations Coordinator (Graduate)**

### **The Organisation**

NSW Ports holds long term leases to manage Port Botany and Port Kembla, which together handle millions of tonnes of diversified trade each year. We are also proud to manage the Enfield Intermodal Logistics Centre and Cooks River Intermodal Terminal. With direct rail links to Port Botany, these intermodal hubs play a key role in supporting NSW's freight task and help reduce truck movements on Sydney's roads.

Port Botany and Port Kembla are economic assets of national significance, critical to the future economic growth and development of NSW. They are NSW's key import and export gateways, collectively contributing around \$4.4 billion per year to the NSW economy and supporting over 30,000 jobs.

### **The Program**

The 24-month Operations Graduate Program will provide the successful candidate with a combination of on-the-job learning, mentoring and an active support network that will accelerate their career to become one of our next operational leaders.

A permanent position will be offered following successful completion of the program.

### **The Position**

Reporting to the Operations Controls Manager, the responsibilities of the Operations Coordinator (Graduate), will include:

- Preparing and maintaining clear and accurate operations documents/procedures for reference purposes;
- Assist Managers in day-to-day coordination and management of business operational activities;
- Co-ordinating performance reporting of our bulk liquid and common user berths, and working with the Management Team on improvement opportunities,
- Assisting in the development and management of both operational and emergency procedures, as well as traffic management plans;
- Given responsibility to lead and manage new operational projects which deliver tangible benefits for NSW Ports, its customers or stakeholders;
- Assisting with the operational management of the Bulk Liquid Berths (BLB) and the Port Kembla common user berths, including safety, operational systems and productivity;
- Working with both the Operational Management Team and Safety & Risk Team on managing compliance at NSW Ports Managed Berths and Roads;
- Participating and potentially leading risk assessments for various operational activities and risks.

### **The Successful Candidate**

To be considered for this position, you will:

- Have a genuine interest in developing a career in port operations and the Maritime Industry
- Have completed a relevant qualification prior to commencing the program e.g., Bachelor of Business, Supply Chain, Logistics, or other relevant degree;

- Be an Australian / New Zealand Citizen or Permanent Resident at the time of submitting your application;
- Have a strong analytical mindset with critical thinking and systems skills (High level proficiency in Microsoft Excel is desirable);
- Be a proactive self-starter with a positive attitude who is driven to succeed;
- Be a problem solver who is curious in their approach with the capacity to grow and develop;
- Have the ability to multitask and prioritise
- Have a passion for technology and understand the importance of keeping up with the latest changes and trends;
- Have a car and valid NSW drivers' licence;
- Contribute to maintaining a safe workplace in compliance with NSW Ports WHS management system.

### **The Culture and Benefits**

NSW Ports is committed to creating a safe, inclusive and engaged work environment and investing in our people to support the delivery of our business strategy. We are focused on developing a strong and resilient workforce through embedding our Values program, on-the-job training, internal communications, mentoring and training and development.

Our values support our company vision, shape our culture, and define the beliefs by which we conduct ourselves. They outline what it means to work at NSW Ports and underpin the way we interact with each other and with our stakeholders.

There are many benefits to be enjoyed by being part of the NSW Ports team such as paid parental leave, competitive remuneration, income protection insurance, flexible working conditions and a voluntary superannuation matching scheme.

### **The Application Process**

Please submit your resume and a cover letter that addresses your interest and motivation to work in the Port Industry and why you would be the ideal candidate for this position.

#### **Step 1: Application Assessment**

NSW Ports will review your resume and cover letter through checking your academic results, previous work experience, any extracurricular activities you have undertaken, and your motivation for joining NSW Ports (which should be included in your covering letter). NSW Ports will also check that you have Australian or New Zealand citizenship or Permanent Resident status which is a mandatory requirement.

#### **Step 2: Phone Screen Interview**

Successful candidates will be invited to participate in a phone screen interview with a member of the Human Resources Team.



### **Step 3: First Round Interview**

Successful candidates will be invited to attend a face to face first round interview with a member of the NSW Ports Human Resources team and the NSW Ports Operational Controls Manager.

### **Step 4: Second Round Interview**

A final and second round interview will be conducted with the General Manager of Operations and Head of Human Resources. A selection will be made from these interviews and NSW Ports will proceed to offer and conduct pre-employment checks. The successful candidate will then be offered the opportunity to join our graduate program.

### **What are you waiting for? APPLY NOW!**

To apply for the role, please email your resume and cover letter to Human Resources team- [recruitment@nswports.com.au](mailto:recruitment@nswports.com.au)

Applications close 11:59pm Sunday 5 December 2021