

Port of London Authority

Job Description

1. JOB DETAILS	DEPARTMENT
Job Title : Shipping Coordinator	Reports To : Deputy VTS Manager
Grade : 9	Date : April 2014

2 JOB PURPOSE
Shipping Coordinators are responsible for the management and coordination of all future vessel movements into and out of the Port of London ensuring efficiency of port operations. Shipping Coordinators are required to ensure that appropriate information is obtained and validated from stakeholders to enable compliance with local, national and international legislative requirements and report non-compliance.

3 JOB DIMENSIONS
Financial
Departmental:
Managed budget £3.4 million
Staff Responsibilities
- Nil

4 ORGANISATION CHART ATTACHED

5 KNOWLEDGE, SKILLS AND EXPERIENCE

Candidates should either possess, have demonstrable experience of or have the ability to attain the following levels of knowledge, skill and experience:

Knowledge
Possession of a thorough knowledge of the port including its geography and operational facilities.
Specific knowledge of agents, agencies, berths and facilities and their roles/responsibilities in port management.
Possession of a specific knowledge of the application and implementation of national and international legislation related to the reporting of vessel movements including:

- Vessel Traffic Monitoring regulations (CERS/SafeSeaNet),
- IMDG Code,
- Dangerous Substances in Harbour Areas Regulations,
- ISPS Code.

Possession of specific knowledge of the application and implementation of local legislation, byelaws and directions related to operations within the Port of London.
Possession of acceptable A-Level qualifications in relevant functional skills.
Possession of a GMDSS Restricted Operators Certificate of Competence to

operate VHF radio equipment.

Possession of a recognised nautical qualification at STCW, BML or RYA level.

Possession of a working knowledge of the role of the Pilotage-coordinator sufficient to provide short-term cover.

Skills

High level IT skills including competence and experience in the use, interpretation and architecture of computer database applications including POLARIS, PISCES, SYTAR V2 and general administrative software.

Confidence and competence in the ability to use integrated telephone/VHF voice communication equipment.

Good inter-personal skills and the ability to communicate clearly with and influence stakeholders through the provision of sound technical and operational advice.

Ability to communicate diplomatically with stakeholders in both routine and non-routine situations including communication with stakeholders whose first language is not English.

Experience

Possession of at least two years experience shipboard and/or port operations.

Demonstrable experience of control room operations in routine and emergency circumstances

6 KEY ACCOUNTABILITIES

Manage and assess information sent in advance of vessel arrivals, departures and movements, received through PISCES and other sources. Ensure that information required by local, national and international legislation is obtained, validated and entered onto the POLARIS system.

Identify and rectify in advance any errors within vessel arrival and departure notifications through consultation with agencies or vessel Masters/operators with specific regards to:

- Vessel arrival/departure details,
- Vessel transit information,
- Pilotage information,
- Hazardous cargo information,
- CERS mandatory reporting data,
- ISPS mandatory reporting data.

Maintain the POLARIS database to ensure that the billing process is accurate and timely.

Respond to queries from the Maritime and Coastguard Agency with regards to any errors or omissions in CERS data supplied by agencies or vessel masters/operators.

Identify and refer in advance, vessel arrival and departure notifications to the DPC where applicable for passage planning purposes and/or further advice.

Apply and enforce the Vessel Traffic Monitoring and Reporting Regulations 2004 with agencies or vessel masters/operators to ensure compliance with

local, national and international vessel reporting procedures.

Ensure that appropriate pilotage orders or the planned use of PLA pilot exemption certificates are in place for relevant vessel arrival and departure voyages and that such orders are in compliance with PLA Pilotage Directions.

Ensure that vessels arriving or departing with hazardous cargoes comply with local, national and international legislation requirements and procedures for vessel movement, cargo notifications and manifest recording/archiving.

Acknowledge and authorise crude oil washing requests on behalf of the DPC.

Validate and communicate subsequent changes to vessel arrival and departure voyages to the DPC, VTS Staff and Pilot Coordinators promptly to ensure efficiency of service.

Ensure that responses to notifications and queries are formulated and delivered to agencies or vessel Masters/operators within promulgated service level agreements. Inform and update relevant stakeholders if the promulgated service level agreement cannot be reached.

Manage and prioritise communications and workload to meet operational requirements.

Liaise with the Port of Tilbury, London Gateway Port and Medway Ports to ensure that vessel arrivals and departures are validated against PLA held data and entered promptly into POLARIS.

Disseminate information to agencies and other stakeholders such as towage and line handling resources to ensure that appropriate resources are available to vessels upon their arrival or departure.

Assist the DPC and VTS Staff in the coordination and control of emergency situations.

Communicate with internal and external stakeholders in emergency situations and keep accurate official records as directed by the DPC and/or VTS Staff.

Attend annual simulation training to ensure continued familiarity with the coordination and control of emergency situations.

Provide information to port stakeholders or members of the public as required or ensure that contact is made with the relevant PLA officer.

Support the Pilot Coordinator in the allocation and subsequent management of PLA pilots to vessels ensuring efficient deployment of internal and external resources.

Communicate with PLA pilots, PLA pilot cutters and vessel Masters via VHF radio to ensure efficiency of service coordination.

Contribute to the continual development and evolution of the POLARIS and PISCES systems.

7 COMMUNICATIONS AND WORKING RELATIONSHIPS

Extensive interaction with port stakeholders, allied services, river users, the general public, emergency services, VTS/Pilotage Personnel and PLA management.

Ensuring that a professional image of the Port of London Authority is promoted at all times.

Initial point of contact for emergency services and the general public.

8 DECISION MAKING AUTHORITY

Authority to accept or reject notifications of and updates to vessel arrivals, movements, departures through the PISCES online notification system.

Assessment and application of national and international legislation related to vessel movement and port security reporting making appropriate reports to facilitate enforcement action.

Assessment of information received with onward referral to the DPC or District Harbourmaster and VTS Management as required.

Assess the performance and serviceability of equipment and request technical support through the DPC as required.

9 REPORT PREPARATION

Compile reports regarding non compliance with vessel arrival and departure reporting procedures for management follow up and/or potential enforcement action.

10 HEALTH & SAFETY

- All staff are responsible for complying with rules and regulations governing employment by the PLA, and are obliged to assist the PLA to comply with all statutory and regulatory provisions, including a duty of care for their own health and that of others.
- You will be tested for alcohol and drugs in all cases where you have had any involvement in a workplace accident or in any incident that has caused or could have caused a danger to health or safety. Testing will also be carried out where management has grounds to believe or suspect that you may be under the influence of alcohol or drugs. This is known as 'with cause' drug or alcohol testing
- Random alcohol and drug testing will be carried out on all members of staff.

11 AUTHORISATION DETAILS

Prepared By _____ Date _____

Authorised By _____ Date _____

12 JOB HOLDERS RECEIPT

Name _____ Date _____

Signed _____ Date _____

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13 ORGANISATION CHART

