

# Port of London Authority

## Job Description

### 1. JOB DETAILS

### DEPARTMENT

Job Title : Shipping Coordinator

Reports To : Operations Manager

Grade : 9

Date :25 Feb 2022

### 2 JOB PURPOSE

Management and coordination of all future vessel movements into and out of the Port of London ensuring efficiency of 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 £2.7 million

##### PLA turnover (contributory):

£58 million

#### Staff Responsibilities

- Nil

Based at PCC Gravesend but may be required to work from other locations or customer sites as directed and required.

### 4 ORGANISATION CHART ATTACHED

### 5 KNOWLEDGE, SKILLS AND EXPERIENCE

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 local, 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.- Port Bylaws and General Directions.

Possession of a GMDSS Restricted Operators Certificate of Competence to operate VHF radio equipment.

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

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.

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

A' Level or equivalent qualifications in relevant functional skills.

## **6 KEY ACCOUNTABILITIES**

Manage and assess information sent in advance of vessel arrivals, departures and movements, received through PISCES and other sources to ensure compliance with local, national and international legislation.

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

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

Ensure that appropriate pilotage orders or the planned use of PLA Pilot Exemption Certificates are in place for relevant vessel voyages and that such orders are compliant with PLA Pilotage Directions.

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.

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.

Manage and prioritise communications and workload to meet operational requirements.

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.

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.

Undertake/facilitate technical and professional training as required.

Any other duties assigned by the manager or supervisor from time to time. Such duties will be reasonable in relation to the jobholders skills, abilities and status.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variations may also occur to the duties and responsibilities without changing the general character of the post.

## **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.

## **9 REPORT PREPARATION**

Responsible for the preparation and publication of various internal and ad hoc report as required by the role.

## **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 'for cause' drug or alcohol testing

Random alcohol and drug testing will be carried out on all members of staff.

**11 AUTHORISATION DETAILS**

Prepared By S Phillips

Date 28/01/2019

Authorised By S Phillips

Date 28/01/2019

**12 JOB HOLDERS RECEIPT**

Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_