



JOB DESCRIPTION

Job Title:	Assets & Operations Manager
Division:	Operations
Responsible To:	CEO/Board
Responsible For:	Nine full-time Staff plus casual staff when required
Job Purpose:	You will be jointly responsible for contributing towards the achievement of the company's strategic and operational targets and overall business objectives
Job Classification:	Operations & Services Jobwise Code: L6
Updated	1 June 2022

Objectives:

- Effectively ensuring that all company operation related assets are maintained and consistently meeting the needs of the company and its customers.
- Provides a service which ensures wharf operations and the services it provides are utilized consistent with the needs of the company and its customers.

Specific Responsibilities To:

Asset Management

- To achieve increasing revenue and asset quality values by ensuring operation efficiencies and savings from company heavy equipments, wharf structures, buildings and leased land;
- To review and update Fixed Asset Register (FAR) at least bi annually in compliance with company policies and safety standards. Recommend improvements and/or changes if necessary;
- Maintain regular maintenance program for main wharf structures, heavy equipment's, plant, tug boat, barges, buildings and ancillary thereof;
- Responsible for the negotiation, implementation and monitoring of various asset programs;
- Prepare regular asset management report at least quarterly on asset efficiencies, replacement and acquisition against approved budget;
- Responsible for the Ports asset management budget for wharf structures, heavy equipment's, plant, tug boat, barges, buildings and ancillary thereof;

Operations Management

- Maintain appropriate schedules, rosters and systems to ensure maximization of labour utilization and efficiency relative to budget costs and meeting customer requirements.

Carries out all service functions relating to all types of vessels that is:

- To service ships' lines, water, gangways, recording of arrival and departure information, clear berths;
- To keep all areas within the security fence of Port Authority Rarotonga in a clean and tidy condition;
- To keep all areas within the designated boundaries of Port Authority, Rarotonga in a clean and tidy condition;
- Prepare operation management report at least quarterly on efficiencies, staffing, safety and recommended improvements against approved budgeted;
- To carry out such other functions delegated by the CEO as required from time to time that pertain to the effective Ports Operations;

General Management

- Establish and maintain harmonious staff relations such that disruption is minimized and the meeting of Port Operation objectives is maximized;
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- Prepare and submit to the Financial Controller the annual Asset and Operation financial budget for the Unit;
- To control expenditure within the unit is authorized to ensure that financial and manpower resources are engaged in the most prudent and effective manner to reflect efficiency within the Division;
- Achieve favorable results within defined policy, standards, objectives and financial restraints;
- Interact effectively with Board, Peers and staff;
- Appraise and investigate new methods of improving services to customers and key stakeholders;
- Effectively represent and promote the company when dealing with businesses, Government, State Owned Enterprises and the Community;
- To plan and implement training and development programs for all staff under his/her control;
- Provide technical advice and support to the Authority in terms of asset and operation management advice;
- Undertake such other tasks and duties as may be required;

Qualification and Experience

- A degree in Civil Engineering/Construction or equivalent;
- Preferably with some work experience in management role would be an advantage;
- Proven ability in project management and leadership;
- Computer literacy in Microsoft applications;
- Strong oral and written communication skills;
- Ability to work under extreme pressure;

Authority

This position has the authority to:

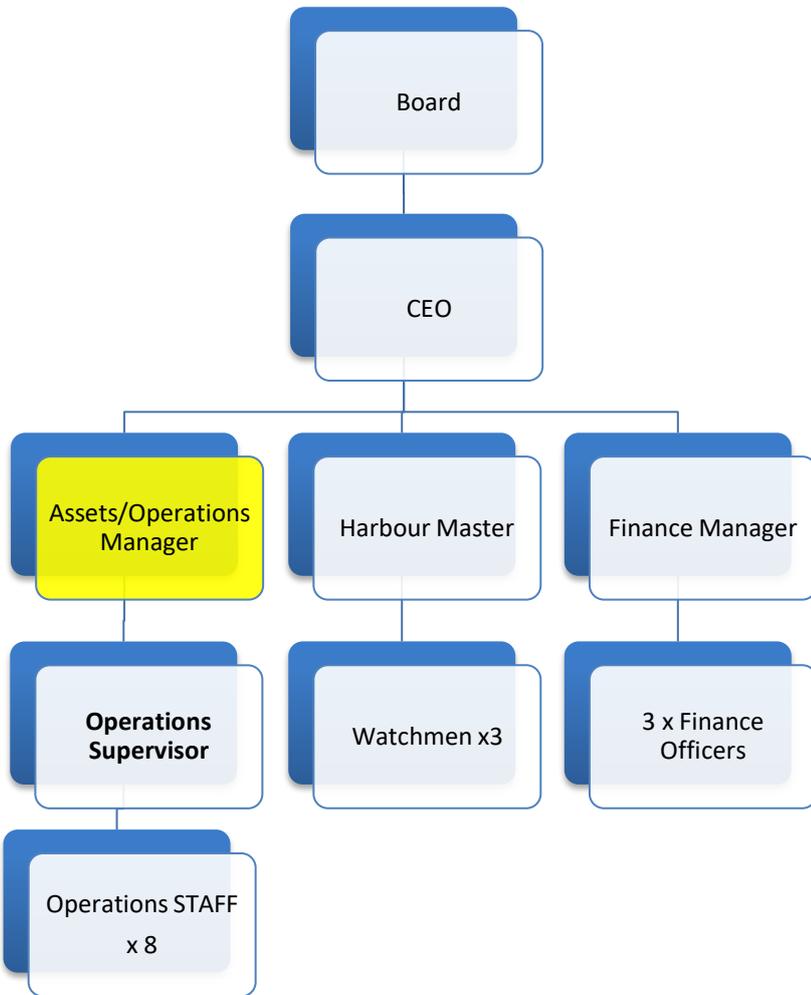
- Authorize expenditures on approved asset and operation budgeted items
- Terminate subordinate personnel in accord with company policies and procedures
- Exercise line authority over all direct reporting positions

Special Circumstances

The Asset & Operation Manager may be required to travel abroad, to quickly adapt to different business conditions, to successfully handle high-stress situations and to constantly work under pressure in a complex business environment.

Performance Indicators

Performance indicators will include both quantitative and qualitative measures as agreed by the CEO. Indicators may be business based, (e.g. profitability, budget control, positive changes in employee commitment, job satisfaction and motivation) and individual based (e.g. performance expectations and performance indicators generally will generally be defined on an annual basis. A formal performance appraisal will be conducted at least once a year.



Signed By: