



ASSOCIATED BRITISH PORTS

VACANCY

Vacancy Reference: 21/09

Job Title: Operations Supervisor (3 months Fixed Term Contract – No relocation or accommodation expenses available)
Job Grade: **Supervisory**
Location: South Wales Ports (Based at Swansea)
Company: Associated British Ports
Reporting to: Operations & Safety Supervisor

Requirements:

- Sound knowledge of all aspects of port operations
- Ability to work on own initiative and as part of a team
- Knowledge of Docks Regulations and all relevant health & safety legislation
- Good communication and organisational skills
- Ability to communicate at all levels with customers, managers and other employees
- Must be able to attend all South Wales ports
- Current licence to drive port plant and equipment

Main Duties:

- Carry out regular risk assessment reviews
- Assist in the development of Safe Systems of Work
- To supervise movement of cargo on shore and in transit sheds
- Ensure correct stowage in ship, warehouse or quay wall areas
- Maintain high levels of communication with customers, managers ABP employees and contractors.
- Ensure all operations are carried out in line with ABP's Health and Safety Policy and Procedures and safe systems of work and comply with ABP's Accident Reporting Procedures
- To perform all other tasks as required.

Applications should be submitted by 8th July 2009

To: Mrs J Griffiths, Senior Personnel Assistant, Associated British Ports, Queen Alexandra House, Cargo Road, Cardiff. Tel 0870 609 6699

INTERNAL APPLICANTS

If you wish to be considered for this vacancy, please advise your manager and ask him/her to counter-sign your application form. The Internal application form can be downloaded from the ABP Intranet http://intranet.abports.co.uk/Group_Personnel/Job_Vacancies/index.htm?&mid=108 or obtainable from your Personnel Department.

EXTERNAL APPLICANTS

Only applications submitted on an ABP application form will be considered. The form can be downloaded from the Associated British Ports web site <http://www.abports.co.uk/careers/jobopps.htm> or you may request a copy from the above postal address.

RECRUITMENT/EMPLOYMENT AGENCIES Please note that we do not wish to fill this position via an agency. Please do not make unsolicited approaches with reference to the above post.