

VACANCY

Vacancy Reference: 20/09

Job Title: Port Operations & Security Manager
Job Grade: (Management Grade)
Location: Southampton
Company: Associated British Ports
Reporting to: Head of Port Operations & Safety

Requirements:

- A sound knowledge of Port operations, the Ports business and working knowledge of ISPS Security Regulations.
- The ability to work effectively as a member of a small professional team.
- A sound knowledge of all H&S related matters, willing to undertake further training.
- An excellent communicator, with good interpersonal skills.
- Self-motivated, flexible approach to work, disciplined and organised, a decision maker.
- The ability to plan, to use initiative and meet tight deadlines.
- Be financially aware and have a good understanding of controlling costs.
- Good working knowledge of IT systems
- To have a 'working knowledge' relating to the environment and its effect on the Port.
- Full current driving licence.

Main Duties:

- To assist and support the Head of Port Operations & Safety in managing all port related activities.
- To meet regularly with customers, within designated responsibilities.
- To ensure that the Port's general appearance/cleanliness is maintained to a high standard.
- To hold effective meetings with contractors, stevedores and customers, on a regular basis.
- To produce accurate and timely reports when required by the Head of Port Operations & Safety.
- To manage/facilitate the Ports cruise facilities during the cruise season.
- To ensure that the space within the Port is efficiently used by monitoring cargo dwell times.
- To control costs, by ensuring that the Port estate, facilities and resources are managed effectively.
- To ensure that the Port and its users operate safely at all times and comply with the ABP H&S policy.
- Monitoring security contractor's compliance with ABP requirements.
- To monitor & control security arrangements including x-ray, evacuations & audits.
- To continually be on the 'look out' for new business opportunities and promote the Port of Southampton to existing and potential customers.

Applications should be submitted by: 31st July 2009

To: Mrs D L Wilkins, Personnel Officer, Associated British Ports, Ocean Gate, Atlantic Way, Southampton, Hampshire SO14 3QN

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 (Internal application form 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/vacancies.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.