

# POSITION DESCRIPTION

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## BERTH PLANNER

### **PURPOSE**

- In a team of Berth Planners you ensure that all operations are executed in accordance with the operational plan. You act as a focal point for all operational and safety issues during the operations on the terminal.
- Achieve the highest possible berth production, taken productivity targets and internal safety measures into account.

### **PRINCIPAL ACCOUNTABILITIES**

- Create a master-berthing plan with ideal vessel placement positions. Forecast requirements based on input from planning department regarding expected rates of production, planned gang deployment, current yard situation and connection requirements.
- Provide the resource management department with staffing requirements in sufficient time to place labour orders.
- Ensures correct & timely communications with vessel operators, agents & internal parties on berthing plans sure that there is complete understanding by all stakeholders at all times.
- Monitoring progress of operations, act as a focal point and adjusting labour orders as needed.
- Update and adjust the operational Gameplan on a daily basis and communicates to all involved parties.
- Act when safe working environment are not maintained and address accordingly to Operational Management or Ceelbaas/FM
- Communicate the shift start-up and briefing of FM / EC. Create Shift Reports and ensure correct hand-over to colleagues.
- Update required files, systems or related reporting, incl the Terminal Performance Report
- Support in the communication & follow-up of incidents and accidents
- Consult the operational executives for non-standard issues or needed support
- Special cases:
  - Planning & follow-up on OOG
  - Planning & follow-up on CFS 5G or CFS ad hoc operations
  - Support the Operation Executives with Breakbulk activities including contact with clients, calculations, propositions, internal communications, follow-up.
  - Above situations might require terminal presence or spot-checks

### **REPORTING AND SCOPE**

- Direct reports: None.
- The position reports to the Operations Executives

### **WORK/BUSINESS CONTACTS**

- **Internal:**  
Operational team-members for day to day operational follow-up. Communication with Ceelbaas and briefing of Foremen.  
Contact with other departments, mainly Technical & Commercial.
  - **External**  
Planning staff in other terminals, Shipping Lines, Agents
  - Nature of contact is primarily for giving & receiving information & in most cases will be for
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the achievement of a common objective.

## **CRITICAL QUALIFICATIONS/SKILLS/EXPERIENCE**

- High school diploma plus a college degree in Logistics, Operations Management, or related discipline.
- Requires at least five years of work experience in a container terminal, preferably with experience in vessel planning, vessel and yard operations, port documentation, billing, and customs.
- Requires in depth knowledge of berthing ships, control and traffic of vessel movements, re-berthing positioning of vessels, and marine berth handlings.
- Requires in depth knowledge of berthing planning process and related documentation.
- Requires an understanding of vessel stowage planning, vessel and yard operations.
- Requires some knowledge of accounting, billing, and associated documentation.
- Requires a high level of planning and organizational skills.
- Requires ability to use computerized vessel operation software system(s).
- Has familiarity with the strict implementation of international standards of safe working practices within marine, stevedoring and terminal operations.
- Proactive, strong communication skills and high degree of accuracy
- Position in shift system, flexible working hours and weekend duty when needed.

## **LEARNING & CAREER OPPORTUNITIES**

**In this position, the incumbent will have an opportunity to acquire skills and knowledge in the following areas:**

Broad exposure to operational management in a container terminal.

Contact to external parties, customers & clients.

Detailed knowledge of terminal operations

Financial aspects of terminal operations

**Relevant next career steps might be:**

Operational Management / Executive roles

Roles with direct people management responsibilities