

Job title	Operations Supervisor
Team	Operations
Reports to	General Manager Operations
Location	Shoreham Port Estate
Remote Working	Category A

Role Summary

Responsible for the front-line supervision and leadership of Port Operatives and Shoreham Port Solutions workers, to deliver a safe, efficient and high performing operation both on the operations terminals and on allocated vessels.

The role will include, planning, organising and leading the team, ensuring all operations are conducted in line with the Port's policies and procedures and in line with HSE guidance and legislation.

Key tasks and responsibilities

- Supervise Port Operatives and Agency Workers providing effective and proactive front-line supervision and performance management.
- Responsible for ensuring Port Operatives, and Agency Workers are carrying out their duties safely and efficiently and actively look for and promote improvement opportunities.
- Comply with the roles and responsibilities of 'Local Management' as outlined in Shoreham Port's Health and Safety Policy.
- Promote a positive and proactive Health and Safety culture, leading by example.
- Monitor performance of vessels and proactively respond to changes to maximise the performance of the vessels and terminal operations.
- Plan, coordinate, prioritise, supervise, and assist with operational activities.
- Lead in mentoring, monitoring and training new colleagues in their allocated duties.
- Providing a clean, safe environment for all colleagues ensuring any plant defects are reported to the Workshop.
- Support the Operations Management with performance management through the effective front-line management of day-to-day operational matters, such as but not limited to toolbox talks, team briefs, timekeeping, return to work interviews, etc.
- Liaise and assist visiting customers and proactively responding to customer requirements.
- Adhere to company safety policies.
- Any other duties as directed.

Key skills/Person specification

- Ability to lead a team and to conduct team briefings.
- Excellent communication skills written and verbal with the ability to communicate at all levels of the organisation.
- Previous experience in a logistics environment.
- Demonstrate a proactive approach to Health and Safety.
- IOSH Managing Safely (or must achieve qualification within 6 months of being in role) and qualified First Aider (or must achieve qualification within 6 months of being in role).
- Familiarity of crane and hoist operations advantageous.
- Highly motivated individual with attention to detail.
- Willingness to train on all types of port plant and machinery.
- Safely walk, reach (including above your head), bend, climb, push, pull, twist, squat and kneel as necessary to perform the job duties.
- Ability to work safely in a high-risk environment.
- Flexible attitude and approach to working.
- Willing to undertake additional training courses as directed.
- IT literate: using both PC and mobile devices.
- Full driving licence.

Health & Safety – all home safe and well daily

- Ensure everyone knows what is expected of them.
- Ensure that your team understand the risks and control measures in place to keep everyone safe and well.
- Provide clear and constructive instruction and supervision to your team, and make sure that all control measures are being followed.
- Ensure that no colleagues in your area of responsibility pose a risk to anyone else.
- Provide clear communication and role model the behaviours you expect to see from your team.
- Ensure that all incidents, including accidents, near misses, and safety observations are reported.

Our Values

