



CSP Zeebrugge Terminal NV

The Ports for ALL

POSITION DESCRIPTION

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. (SL)

Achieve the highest possible berth production, taken productivity targets and internal safety measures into account. (BP)

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.(BP)
- Provide the resource management department with staffing requirements in sufficient time to place labour orders. (BP)
- 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. (BP)
- Monitoring progress of operations, act as a focal point (SL) and adjusting labour orders as needed. (BP)
- Update and adjust the operational Gameplan on a daily basis and communicates to all involved parties.(BP)
- Act when safe working environment are not maintained and address accordingly to Operational Management or Ceelbaas/FM (SL)
- 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 (BP/SL).
- Support in the communication & follow-up of incidents and accidents (SL)
- 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. (BP)
 - Above situations might require terminal presence or spot-checks

REPORTING AND SCOPE

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

POSITION DESCRIPTION

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 the achievement of a common objective.

CRITICAL QUALIFICATIONS/SKILLS/EXPERIENCE (BP)

- 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 and clients
- Detailed knowledge of terminal operations
- Financial aspects of terminal operations

Relevant next career steps might be

- Operational manager/ executive roles
- Roles with direct people management responsibilities