

<b>Position Reports to</b>	Manager- MAST Assets and Projects	<b>Location</b>	Hobart
<b>Position Type</b>	Full Time	<b>Award</b>	Contract
<b>Positions reporting to this role</b>	Not applicable	<b>Date</b>	February 2025

### Position overview

The primary purpose of this position is to assist in the efficient and effective management of MAST-owned marine facilities and Aids to Navigation.

### Key responsibilities

- Audit MAST marine facilities on a 3-monthly basis, including annual inspections of MAST signage statewide
- Co-ordinate 3-yearly structural audit of marine facilities with engineers and divers;
- Identify and plan maintenance required on MAST-owned marine facilities;
- Co-ordinate and supervise maintenance of marine facilities including procurement of contractors in accordance with Treasurer's Instructions;
- Maintain MAST marine facilities database including entering inspection reports, updating expenditure reports and invoicing and ensuring all data on marine facilities statewide (whether MAST or non-MAST) is kept up-to-date.
- Monitor facility usage including load and unload areas on marine facilities and restricted areas in accordance with the *Marine and Safety (Jetties) By-laws 2017*;
- Liaise with Authorised Officers of MAST to issue warnings and infringement notices to vessel operators in breach of the *Marine and Safety (Jetties) By-laws 2017*;
- Handle enquiries from commercial and recreational vessel operators regarding marine facilities;
- Manage and review third-party licences on marine facilities (eg. for fuel dispensing equipment, sea level observation and automatic weather stations, CCTV cameras etc.)
- Manage Aids to Navigation database and contract on a day-to-day basis with Contractors; including checking monthly reports against the database to ensure data is correct and remedial and planned maintenance is completed;
- Conduct 6 monthly audits of Aids to Navigation contractor operations;
- Prepare remedial maintenance program for Aids to Navigation annually;
- Co-ordinate valuation of all aids to navigation 3 yearly in conjunction with AtoN contractors;
- Maintain GIS for all statewide Aids to Navigation that includes MAST and non-MAST aids;
- Manage CCTV cameras on MAST facilities, including organising regular servicing, outage repair, retrieval of historic footage and software administration;
- Undertake special projects as required by the Manager Assets and Projects including project management of the construction of new facilities.

## Direction and supervision

- Supervision is minimal and a high degree of initiative is required. Overall direction comes from the Manager MAST Assets and Projects.
- The position will involve some evening and weekend work and travel around the State when required.

## To be successful in this role

### Essential

- Demonstrated project management skills including the ability to manage Human, Financial and Physical resources and monitor effectiveness and efficiency;
- Knowledge and experience in auditing principles;
- The ability to represent the Authority and explain its policies, organisational goals, products, services and identify mutually acceptable solutions in situations of differing interests;
- Demonstrated understanding of the principles of negotiation and conflict resolution;
- High level oral and written communication skills;
- High level IT skills and attention to detail;
- Knowledge and experience in marine construction;
- Knowledge of the relevant *Marine and Safety (Jetties) By-laws 2017*;
- Demonstrated adaptability and flexibility, including the ability to deal with pressure and change; and
- Current driver's licence.

### Desirable

- Relevant tertiary or equivalent qualifications/experience in project management;
- Experience and an interest in recreational and commercial boating;
- Experience in dealing with the public and media;
- Experience in the supervision of consultants and contractors; and
- Certificate of Competency – Coxswain.

## Working environment

- The position is based in Hobart with frequent intrastate travel.
- Marine and Safety Tasmania is a smoke free working environment.

## Our values

Our success is built on our people and the way we work. A shared set of values guide how we behave towards our customers, our community, and our colleagues. We are:

- Approachable and accountable – we attempt at all times to be approachable and deliver services that focus on the needs of our stakeholders;
- Professional – we employ people with a range of professional skills and experience. Our people come from the maritime industry, policy and regulatory backgrounds and with operational

compliance experience and are committed to providing a professional service that is timely;

- Risk focused – we recognise and manage risk, reporting regularly to the Board; and
- Proactive – we recognise the value of being proactive and will identify and develop innovative solutions to problems.