## Job Description

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| **Job title** | **Port Services Apprentice** |
| **Salary, Grade and SCP** | Apprentice |
| **Service/Team** | Port of Sunderland |
| **Responsible to** | Cargo Team Leader |
| **Responsible for staff/equipment**  | NA |
| **Main purpose of job**  | 1. To work in a flexible manner, regarding working hours and the type of role that is carried out, to enable the Port of Sunderland to deploy operatives both cost effectively and productively.
2. To develop skills in order to deliver cargo handling services within the Port of Sunderland with particular emphasis on the operation of Port plant, machinery and also for manual handling operations.
3. Where required, to undertake non-cargo handling services commensurate with training, experience, and qualifications, as required by cargo, logistics and other port managers.
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| **Key responsibilities**  | 1. To maintain effective communication in a range of methods, including via telephone and UHF digital radio, to work collaboratively with port management, team leaders, and team members.
2. To establish and maintain positive relationships with port customers, stakeholders, supply chain partners and external agencies/organisations.
3. To ensure all work and documentation are completed within appropriate deadlines.
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| **Key tasks**  | 1. To develop the ability to complete all required documentation, with a need to facilitate the recording of cargo and maintenance/inspection records etc.
2. To ensure accuracy for the physical receipt and re-delivery of cargoes and the associated paperwork.
3. Redelivery of various cargoes to road transport with the use of forklift trucks and loading shovel.
4. Slinging and un-slinging various cargoes, both on board vessels and quayside in accordance with safe working procedures.
5. Operate plant and machinery in both quayside and warehouse operations.
6. Responsible for safe and appropriate use of all plant allocated to carry out a given task.
7. Perform all running and maintenance checks as per agreed procedures.
8. Keep all equipment cabs clean and in good condition.
9. Report all faults with allocated plant or equipment to appropriate Cargo Team Leader.
10. Perform basic checks on lifting equipment before use.
11. Develop skills and knowledge of the Port’s stock inventory management and weighbridge systems.
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| **Other duties/specific policies e.g. DBS** | 1. The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
2. The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
3. The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
4. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
5. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.
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Author J Holvey

Date March 2024