

SKILLS FRAMEWORK FOR SEA TRANSPORT SKILLS MAP - HEAD OF PORT BUSINESS DEVELOPMENT/OPERATIONS				
Sector	Sea Transport			
Track	Port			
Sub-track	Terminal Operations			
Occupation	Terminal Operations			
Job Role	Head of Port Business Development/Operations			
Job Role Description	<p>The Head of Port Business Development/Operations works closely with management and external stakeholders in strategic planning to grow the business portfolio and enterprise value and formulating the organisation's risk management strategy and mitigation measures.</p> <p>He/She keeps abreast of the latest developments in the organisation and industry and inspires a culture of process improvement to leverage on new technologies to enhance port productivity and efficiency. He also drives service delivery excellence and adds value to customers and the business. He is a well-organised person with excellent planning skills, and mentors a team.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Oversee and plan port operations		Formulate strategic business plans of the port and its functions	
			Oversee allocation of resources and equipment, and the infrastructure supporting port operations	
			Keep abreast of key trends and best practices in port operations	
			Collaborate with business partners to maintain and strengthen existing business relationships	
	Oversee the management and development of port teams		Monitor and review market trends	
			Review manpower planning requirements	
	Manage budget and expenditure		Oversee budget and expenditure of port operations	
			Evaluate the organisation's financial performance	
			Establish key performance indicators for financial performance	
			Coordinate with engineering and IT departments to ensure sufficient resources are allocated to infrastructure upgrading and development	
	Grow organisation's business portfolio		Explore new opportunities and areas of collaboration to expand the organisation's business and networks	
			Collaborate with commercial teams to formulate strategies to develop complimentary business ventures in the adjacent sectors of logistics, refineries, storage, etc.	
Manage business risks		Formulate the organisation's risk management strategy		
		Detect new and emerging risk areas and formulate pro-active steps to address them		
Lead improvements to enhance efficiency		Drive organisation's port efficiency management		
		Build a culture of innovation within the organisation to encourage continuous improvement		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 6	Leadership	Advanced
	Business Continuity Management	Level 6	Interpersonal Skills	Advanced
	Business Negotiation	Level 6	Communication	Advanced
	Crisis Management	Level 6	Managing Diversity	Advanced
	Cyber Security	Level 3	Virtual Collaboration	Advanced
	Financial Management	Level 6		
	Innovation	Level 6		
	Networking	Level 6		
	Organisational Strategy and Policy Realisation	Level 6		
	Risk Compliance and Governance	Level 6		
	Risk Control and Response Planning	Level 6		
	Technology Integration	Level 4		
Programme Listing	For a list of Training Programmes available for the Sea Transport sector, please visit: www.skillsfuture.sg/skills-framework/sea-transport			

The information contained in this document serves as a guide.