

SKILLS FRAMEWORK FOR SEA TRANSPORT				
SKILLS MAP - OPERATIONS EXECUTIVE//PORT OPERATIONS SUPERVISOR				
<b>Sector</b>	Sea Transport			
<b>Track</b>	Port			
<b>Sub Track</b>	Terminal Operations			
<b>Occupation</b>	Terminal Operations			
<b>Job Role</b>	Operations Executive/Operations Supervisor			
<b>Job Role Description</b>	The Operations Executive/Operations Supervisor oversees the planning and sequencing of cargo loading and unloading from ships, and the placement of cargo in the yard. He/She also supervises lashing operations and large-scale operations, while proposing workflow improvements to enhance the productivity and efficiency of port operations. He is a well-organised person, who assists in resource planning and manpower deployment, and is able to multi-task under pressure.			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>	
	Oversee and plan port operations		Perform daily planning for berths, yard and stowage activities	
			Allocate manpower and equipment resources to execute loading, unloading and stowage plans	
			Report on port performance and key performance indicators	
			Assist in managing crises within the port, including volume surges, complex cargo operations and safety incidents	
	Execute cargo operations		Monitor vessel schedules to coordinate cargo loading and unloading activities	
			Supervise equipment operators to ensure cargo is loaded and unloaded in accordance with cargo handling and stowage plans	
			Supervise lashing operations	
			Manage exceptions in cargo operations, including missing containers, tight connections, last minute requests from customers	
			Liaise with external parties such as vessel crew and surveyors	
	Oversee the management and development of port teams		Deploy staff to match operational needs and demands	
			Monitor performance of the team in the use of equipment	
Ensure compliance with workplace safety and health (WSH) policies, procedures and regulations		Oversee cargo handling operations to ensure compliance with workplace safety and health requirements		
		Conduct audits on compliance with WSH requirements		
Lead improvements to enhance efficiency		Oversee implementation of workflow improvements to improve efficiency		
		Assess viability of workflow improvements		
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Budgeting	Level 4	Communication	Intermediate
	Bulk Cargo Operations	Level 3	Interpersonal Skills	Intermediate
	Business Continuity Management	Level 3	Teamwork	Intermediate
	Cargo Loading and Unloading	Level 3	Resource Management	Basic
	Cash Flow Reporting	Level 4	Leadership	Basic
	Claims Processing	Level 4		
	Container Operations	Level 3		
	Crisis Management	Level 4		
	Cyber Security	Level 3		
	Documentation and Administration	Level 4		
	Financial Analysis	Level 4		
	Financial Management	Level 4		
	Innovation	Level 4		
	Lashing	Level 3		
	Mobile Equipment - Heavy Duty Prime Mover and Trailer Operations	Level 3		
	Organisational Strategy and Policy Realisation	Level 4		
	Port Call Planning	Level 3		
	Quality Systems	Level 4		
	Resource Management	Level 4		
	Ship Operations	Level 3		
Technology Integration	Level 3			
Work at Heights	Level 3			
<b>Programme Listing</b>	For a list of Training Programmes available for the Sea Transport sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/sea-transport">www.skillsfuture.sg/skills-framework/sea-transport</a>			

The information contained in this document serves as a guide.