

# CLIENT NAME

Address:  
Email:

Mobile:

---

## PORT OPERATIONS SUPERINTENDENT / QUARANTINE INSPECTOR / CATERING MANAGER / WHS MANAGER / SOUS CHEF

---

- Over 20 years' work experience
- Led teams up to 250 staff
- Project management
- WHS & risk management
- Quarantine compliance & auditing
- Catering operations
- Facility management
- Operated in remote locations
- Customer service skills

---

### VALUES

- Lead by example
- Professionalism
- Encourage teamwork
- Customer focus

### STRENGTHS

- Able to think on my feet
- Excellent problem solving skills
- Calm under pressure
- Consistent leadership style

### INTERESTS

- Current affairs
- Outdoor activities
- Personal fitness
- Movies

---

### PROFESSIONAL EXPERIENCE

---

Aug 12 – present

#### **KELLOG JOINT VENTURE (Gorgon Project)** **Port Operations Superintendent**

- Worked as a Clough employee and reported to the Operations Manager.
- Led a team of up to 250 staff, including stevedoring specialists working shifts around the clock.
- Acted as the primary Client Representative for the project and liaised with Patricks as a subcontractor to manage the labour force for stevedoring operations.
- Oversaw vessel movement, berthing and deberthing, fuelling and defueling, shore power and sanitation, cargo operations, materiel handling, workplace safety, technical documentation, quality assurance, training and budgeting.
- Successfully managed complex and sensitive union relationships.
- Undertook periodic inspections of plant, equipment and facilities to identify maintenance requirements.
- Advised on port capabilities, staffing levels and workforce training programs.
- Implemented and monitored port risk management strategies.
- Gained a reputation for being approachable and cooperative.
- Attended weekly meetings to brief senior management on port activities and took up the responsibilities of the senior manager during leaves of absence.
- Worked much of the time as the sole company representative, making independent decisions relating to cargo stow plans, adding and removing cargo, vessel allocation, work order priorities and other cargo management matters.
- Developed a range of skills that are directly transferable to any employer, including strategic planning, operations management, risk management, personnel administration, teamwork, leadership development, problem solving, interpersonal, communication, conflict resolution, organisational, customer service and management reporting skills.

---

Jan 12 – Aug 12

#### **KELLOG JOINT VENTURE (Gorgon Project)** **Quarantine Inspector**

- Invited to take up a busy role focused on ensuring compliance with all quarantine requirements.
- Responsibilities included site inspections, compliance auditing, advice on legislation, quality assurance, staff training, corporate governance and management reporting.

- Inspected all outgoing and incoming cargo inspected cargo for biosecurity risks and to ensure compliance with a raft of legislation prohibiting certain imports and exports.
- Updated data entry systems, maintained technical documentation and liaised with government representatives.
- Advised management on compliance breaches and made recommendations for remedial action.
- Undertook vessel inspections to ensure quarantine compliance was maintained on Project and charter vessels.
- Ensured treatments were correctly applied as per company guidelines.
- Coordinated quarantine inductions and training.
- Assisted with quarantine non-compliance incident investigations.
- Undertook on-going surveillance and monitoring across all company facilities.

---

Jun 11 – Dec 11

**COMPASS GROUP (ESS)**

**Sous Chef**

- Worked on the Jundamulla remote mine site near Tom Price.
- Oversaw restaurant operations encompassing kitchen management, catering support, foodstuff management, procurement, staff management, event management, HACCP compliance, equipment maintenance, contracting, quality assurance, customer service and staff training.
- Led a closeknit team, including authoring the business plan, communicating the plan to the team, determining priorities, setting team goals, allocating resources, monitoring day to day work activities and authoring management reports.
- Oversaw the selection of food cuts, monitored compliance with HACCP requirements and approved menu changes to better meet customer needs.
- Liaised with suppliers to manage key catering and foodstuff contracts and steered development of cyclic menus within budget.
- Monitored catering costs and directed procurement of foodstuffs and consumable supplies.
- Personally cooked all manner of meals and trained staff in a broad spectrum of culinary skills.
- Implemented kitchen equipment maintenance programs, managed capital acquisitions of new equipment and trained staff in the operation of all equipment.
- Oversaw the ordering, storage and accounting of victuals.
- Reviewed catering policies, benchmarked against best practice and proposed amendments to operating procedures.
- Catered for all manner of events and functions, including formal dinners, weddings, conferences, meetings and a broad spectrum of special occasions.
- Implemented OHS programs in a dangerous work environment and monitored compliance with workplace safety legislation.

---

**OTHER APPOINTMENTS**

---

1995 – 2011

**ROYAL AUSTRALIAN NAVY – Catering Manager / WHS Manager.** Undertook numerous catering and kitchen management roles, culminating in a position overseeing catering across 3 Defence messes. Functional responsibilities included staff management, kitchen operations, event management, supply chain operations, workplace safety, budgeting and management reporting. Led diverse teams of catering and support staff, with oversight of work allocation, performance management and personnel administration. Performed the majority of functions previously mentioned, with a greater hands on focus. Prepared the daily production list and ensured that all stations remain stocked before and during the meal period. Verified that kitchen staff followed all recipes and portioned servings correctly. Maintained the kitchen and storage areas in a clean and organised state. Placed food and supplied orders as directed. Received product and verified invoices and freshness of supplies. Actively participated as a member of the management team and coordinated staffing levels. Contributed to managing kitchen labour and food cost to budgetary requirements. Successfully achieved a very high standard of food quality and regularly received positive feedback on the quality of my cooking. Assisted in implementing occupational health and safety programs, ensuring the safety

and wellbeing of staff in a dangerous workplace. Regularly briefed management on a range of issues including, staffing, resources, events, capabilities and forward business commitments.

---

## WORK COMPETENCIES

---

### Leadership

Throughout my career I have been privileged to exercise leadership of multi-skilled teams across a range of business functions. My role as leader encompassed responsibility for the performance, development and administration of diverse teams, and involved working under pressure to meet deadlines in challenging circumstances. My current position is a management role that requires me to make independent assessments and decisions on a daily basis.

### Commercial Acumen

Management experience gained across several businesses functions has allowed me to develop strong commercial acumen and all-round leadership, strategy and execution skills. The development of my commercial skills has been refined in dynamic environments where it was necessary to adapt readily to changes in technology. I have been directly responsible for communicating the corporate plan to the workforce, developing strategies for achieving business goals and monitoring results against key performance indicators to ensure plans were being achieved.

### Teamwork & Interpersonal

In all appointments, I have been required to act as both leader and team member. These experiences have deepened my awareness of group dynamics and methods of dealing with conflict. I have managed teams of varying size and have always enjoyed a good rapport with them, both at work and socially.

### Communication Skills

As a manager, both my written and spoken communication skills are required to be of a very good standard. I have developed a high degree of literacy and an ability to communicate in a fluent manner on a wide variety of topics and issues. In addition, I have extensive experience of report writing and delivering presentations in many settings. I have also undertaken training in presentation skills, negotiation skills and listening skills for customer service.

### Resource Management

My managerial experience has given me an excellent opportunity to develop skills in the area of Human Resource Management. I am experienced in succession planning, career development, personnel administration, facility management and asset management. I also have extensive practical experience in managing physical resources.

### Financial Management

Throughout my career, I have been responsible for budgeting, forecasting, auditing, preparing and submitting financial reports, and general control of business finances and assets. I exercised financial delegation and managed funds associated with capital and discretionary expenditure.

---

## SKILLS, QUALIFICATIONS & EXPERIENCE

---

- STCW 78 and AMSA approval. (Little yellow Book)
- Working At Heights (RIIOHS204A)
- Enter and Work in Confined Space (RIIOHS202A)
- Added Elevated Work Platform to High risk licence
- First Aid Training (Defence) and Drivers Licence
- Promotion course - planning, leadership, business management, staff writing, training, interpersonal skills
- Promotion course - resource management, OHS, risk management, communication skills, coaching
- Working With Privacy, Equity and Diversity Awareness, Occupational Health and Safety Awareness
- Fraud and Ethics Awareness, Security Awareness, Suicide Awareness and Prevention, Alcohol and Drug Awareness