



Job Description	Director of Operations and Projects
Location	Antigua Cruise Port (ACP)
<p>Purpose of the Position</p> <p>The Director of Operations and Projects is primarily responsible for the management of the entire operations team and for the smooth operation of the various processes that contribute to the services provided by Antigua Cruise Port. The role is very wide and encompasses many operational areas including Project Management.</p>	
<p>The Director of Operations and Projects is responsible for:</p> <p>Logistics management: The Director of Operations and Projects ensures that the adequate planning in the daily port operational requirements is in place and ensures that all machinery and equipment used can deliver the appropriate level of service. The Director of Operations and Projects is responsible also for quality assurance to generate positive feedback from clients. The Director of Operations and Projects is expected to interact with the employees, prepare reports on the current condition of logistics, and decide on the next course of action.</p> <p>Budget management: The Director of Operations and Projects is responsible for obtaining the requirements for logistics and to coordinate with the Finance Department to obtain the necessary approval for the budget. The Director of Operations and Projects ensures that quality equipment is procured within the budget.</p> <p>Operational strategizing: Apart from logistics management, the Director of Operations and Project, manages the entire operations team and plays a key role in chalking out the overall operational policy. The Director of Operations and Projects also formulates suggestions on how to make optimum use of the resources of the organization.</p> <p>Manage support services: The Director of Operations and Projects is to ensure the maximizing of the output of the various support services such as, Maintenance, Security, Pier Services, Facilities Management and Health and Safety. He/she is to ensure, with the assistance from the Finance Department, that the Operations Department provides timely statistics to Management.</p> <p>Managing third party relations: The Director of Operations and Projects needs to ensure that standard procedures are followed when third parties are hired. Also, the Director of Operations and Projects needs to ensure that the necessary administrative and legal formalities are completed. The Director of Operations ensures that the third party properly executes the agreed terms and conditions.</p> <p>While the Director of Operations and Projects may not be expected to be a specialist in everything, the expectation is to do well in each different role.</p>	
<p>Essential Skills and Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years in-port management, project management of multiple complex projects. Proven supplier and stakeholder management skills. • Well-developed interpersonal skills. • Excellent written and verbal communications skills and an ability to communicate across all levels of business (both internally and externally). 	

- Self-disciplined with excellent organisational skills. Structured, methodical approach to workload with the ability to prioritise simultaneous demands and to enjoy the challenge of delivery in very demanding timescales.
- Ability to solve high level challenging operational problems.
- Strong analytical and planning skills.
- Experience in cultivation and maintenance of strong working relationships and collaboration across multiple business and technical teams.
- Highly organized and methodical while still being flexible for a highly dynamic business.
- Broad understanding of business requirements and ability to document and develop processes to support growth while maintaining entrepreneurial spirit.
- Commercially aware

Desirable Qualifications, Skills and Experience:

- Bachelor's Degree in Port Management, Project Management, Engineering, or related field
- Proven ability to work and thrive within fast paced start-up environment.
- Business process analysis, development, implementation re-engineering experience.
- Understanding, avid interest and appreciation of climate change issues in the Caribbean today, gained through personal or professional experience.
- Understanding of Health & Safety legislation.
- Very good understanding of Port Security relative to ISPS Code

Responsible To:

- General Manager

NOTE: This job description is not exhaustive and amendments and additions may be required in line with future changes in policy, regulation or organisational requirements.

All applications are to be submitted by September 15, 2022, to veryssam@antiguacruiseport.com.