

Position Description:	Shipping Analyst and Liaison Officer
Reports to:	Chief Executive Officer
Contract:	Full-time, on-going
Terms:	38 hours per week – flexible hours between 0800 and 1730
Remuneration:	\$80,000 - \$85,000 (plus superannuation) - dependent on qualifications and experience
Location:	80 William St, Woolloomooloo NSW

Qualifications

Degree/Diploma in Shipping and Transport Logistics or relevant industry experience

Selection criteria

Essential

- Sound understanding of the maritime industry, including supply chain, ship operations and ports management.
- Written and verbal communication skills in English
- Strong Analytical skills
- Ability to draft accurate documents / reports
- Proven ability to develop and maintain professional relationships
- Skills in Excel, PowerPoint, Outlook, Word and other office technology.
- Excellent organisational skills – self-motivated, proven ability to manage own workload effectively and work unsupervised to meet deadlines.

Desirable

- An understanding of the regulatory framework and current policy matters affecting the shipping industry (Australian and International)
- Demonstrated experience in maritime and supply chain logistics
- Experience in running meetings and providing secretariat services
- Experience in managing or contributing to the delivery of successful events.
- Experience of working in a membership organisation

Key accountabilities and duties

- Undertake and assist in the provision of timely, accurate and high-quality research and analyses of shipping and related supply chain developments and trends
- Assist in preparation of policy documents, submissions, and articles suitable for publication in logistics industry magazines/publications
- Establish and assist in maintaining effective relationships with key internal and external stakeholders to promote members interests
- Assist in the coordination of activities and actions arising from various SAL Committees
- Assist in exploring operational issues raised by members and provide feedback to SAL Policy & Communications Manager & CEO
- Where required, represent SAL at various industry committees
- Communicate and relay relevant information to members from international and national bodies
- Assist in the coordination and delivery of SAL internal and external events

Other

- Undertake all other duties as required to support company objectives and activities.
- Some domestic travel within Australia will be required, including occasional overnight stays.

Engagement and Remuneration

The successful candidate will be initially engaged on a six-month probationary period. On-going employment will be subject to satisfactory performance in all areas during this period.

How to apply

To apply for the role, please provide:

- Covering letter explaining why you want this role;
- Address each of the essential selection criteria;
- A resume;
- Supporting evidence of your right to work in Australia; and
- Names of at least two referees will be required after successful interview.

Applications should be sent to employment@shippingaustralia.com.au

Application close Friday, 10 March 2023

Applications will be treated with strict confidence. Only candidates who have the right to work in Australia will be considered. Only short-listed candidates will be contacted.