# Karl Winstanley Working Profile

## Current Role

### GTC Administration / Team Leader (Vessel Ops Specialist)

#### Daily

* Vehicle arrival, location and assignment of units using a Hand Held terminal (HHT)
* Create Voyages in VMS and assign units to the voyages as appropriate.
* Assign and label Outbound Cargo for various customers and destinations.
* Create, print and circulate Vessel Loading Lists for all voyages containing cargo I have a responsibility for.
* Create VIN lists and excel files to enable the import of units into VMS.
* Importing of new units into VMS
* Creation and amendment of locations within VMS
* Creation and use of various bespoke “queries” within VMS to disseminate data
* Advanced VMS use (building and running queries, retrieval of data, multi table queries etc)
* Despatch (within VMS) all sailed or Trucked out cargos in a timely fashion.
* Use of GBA Software Packages (Load Builder, Visual Runner, VMS Import)
* Complete daily Manning Sheets and submit to Senior management.
* Plan effective use of space across 5 compounds for the storage or both incoming and outbound cargos.
* Produce Yard Plans for use during vessel discharge operations.
* Plan daily workload for compound staff ( Currently 2 part timers)
* Answer all enquires originating from the drivers lobby, or queries received from drivers whilst in the yard.
* Proactively identify, report and log all damages noted on crew buses and inform relevant departments of the results so repair bookings can be made.
* Identify which bus repairs can be carried out in house and book these in with ATC for repair.
* Create and maintain a list of Crew Buses together with their status, issues and repair bookings.
* Check the anonymous crew bus reporting form in the canteen for new issues reported by vessel operations staff plan or action any repairs.
* Collect Despatch paperwork from Port Security and despatch units from VMS as appropriate
* Vehicle inspection, including damage reporting on VCR or CONSTAT forms, image capture, notification of damages to relevant parties and recording damages on a computer system.
* Liaising with outside agencies regarding vehicle damages, inspections, loading plans, parts ordering.
* Liaising with internal departments to facilitate the return or redirection of incorrectly delivered or damaged units.
* Liaising with Internal departments to obtain vin lists for sailing and projected import volumes as well as unit details to be imported into VMS.
* Electronic filing and delivery of reportable damages to relevant agencies, customers and internal departments.
* Ensuring the site fuel bus has a supply of fuel to top up drained cargo.
* Fuelling of Suzuki Swace units destined for Holland (Units are in Toyota yard)
* Clean up and reporting of Environmental issues on the terminal (ie. Oil spills, fuel spills etc)

#### Weekly

* Collect data from crew bus checks, collate into a report and then email to our Safety department (Mike Duncalf and James Brett)
* Check yard waste receptacles and empty as required.
* Cleaning of crew buses using a jetwash and vacuum cleaner.
* Transporting the Site cleaners to Immingham as they don’t drive.

#### Monthly

* Ensure all repairs to crew vehicles are completed and file reports as appropriate
* Collect data from crew bus reporting form in the canteen and enter information into a database for storage and replace with a blank anonymous reporting form.

### Grounds Maintenance / Handyman

#### Ad Hoc

* Weed Control – Spraying using a knapsack sprayer and Glyphosate based herbicides (NPTC PA1 and PA6 Certification required)
* Pruning of hedges, trees and shrubs using hedge trimmer or hand tools
* Strimming of small grassed areas of site and around compound access gates to improve visibility.
* Use of Strimmer, hedge trimmer, knapsack sprayer and hand tools
* Litter picking
* Small handyman jobs around site (ie. Changing light tubes, fixing toilet tissue dispensers, putting noticeboards up etc, adjusting door, )

## IT Skill Set

### Microsoft Office

* Fully conversant in the use of all Microsoft Office packages. (except powerpoint)
* Able to create bespoke macros within Excel ( ie. Run remote commands on the VMS via spreadsheet based buttons)
* Able to write Visual Basic for Applications (VBA) scripts to automate tasks within excel. ( These VBA programs currently collate and build the vessel loading lists I circulate )
* I have built an Excel based dashboard for Common User that pulls data direct from VMS to show a simple overview of the units under our responsibility. This dashboard has been adopted by other staff that need data on which vehicles we have under our charge.
* Created a solution to automatically create voyage loading list with data drawn directly from VMS.

### Programmer / Data Analysis

* Native LINUX user.
* Able to read, write and understand the purpose of *most* programming languages
* Able to develop for both LINUX and Windows based systems.
* Able to develop software in Python
* Able to read, write and understand both Powershell and BASH scripts
* Design, create and Administer Wordpress based website for a few private business clients.
* Able to create cross platform GUI based applications using TKinter or PyQT. (I use this for all applications where the user will interact with the application)
* Able to create data driven applications in python. (ie. Applications to convert or process data from either database, excel spreadsheet or CSV using python PANDAS libraries)
* Able to create Web based GUI driven applications. (ie. API for Database access written in Django)
* Have written a few small data processing applications for Common user that we currently use:-
  1. VMS-MAKER – A small TKinter based application written in Python to parse and reformat cargo lists supplied by 3rd parties from Excel or Email formats into the format required by GBAs VMS importer program written by John. This also enables the user to copy the unformatted data in an email and output a file suitable to be directly imported into VMS.
  2. QRcoder – A small PyQT application written in Python to encode Keypresses into a QR code to speed up certain operations on the HHT (creation of units, HHT Vessel Setup, Login etc). This abstracts away from the user the need to remember complex strings of data when typing on the HHT
* Created a tool for visual display of which slots are in use in M Site. This is to enable quick and accurate identification of utilisation or space within the compound.
* Created a tool for the visual display of units in the Bentley area of NDC
* Able to create documentation and user guides for software written either by myself or by 3rd parties.
* Able to create useful and comprehensive prompts for use with OpenAIs ChatGPT product.
* Currently run a small multi node network at home running serveral webservers. These serve up media to my clients across the country.
* I owe and manage 2 domains.
* Use of Cloudflare proxy service and reverse proxys

### DEVOPS

* Able to identify and alter software on the fly.
* Identifying areas of software that are lacking and adding new features quickly and effectively.
* Removing old features as soon as they are not needed to improve processing speed and user experience.
* Problem solving and continual improvement.

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