

# Position Description

## POSITION DETAILS

### Position Title

**HSE Advisor**

### Purpose of Position

To provide operational health, safety and environment advice and support to the business which ensures superior safety and environmental performance and the maintenance of a strong safety culture.

### Position Requirements

Qualifications (minimum)	<ul style="list-style-type: none"> <li>Diploma in Workplace Health and Safety or equivalent competence</li> </ul>
Desirable Qualifications	<ul style="list-style-type: none"> <li>Cert IV or Diploma Environmental Management</li> <li>Certificate IV in Training and Assessment</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>Safety Practitioner</li> <li>Environmental Practitioner</li> <li>Construction/Mining/Oil &amp; Gas Industry</li> <li>Management &amp; Leadership</li> <li>Audit Management Practices</li> </ul>
Key Skills	<ul style="list-style-type: none"> <li>Planning, development and review of an integrated management system</li> <li>Quantitative and qualitative risk assessment</li> <li>Strong communication skills, both verbal and written</li> <li>Management and performance of audit schedules and investigations</li> <li>Interpretation of project related documents</li> <li>Ability to change processes and the like to fit strategy and client requirements within the integrated management system framework</li> <li>Stakeholder management</li> <li>Delivery of training to small groups</li> <li>Time and self-management</li> <li>Attention to detail</li> <li>Proficient computer skills including Microsoft Office applications</li> </ul>
Essential Knowledge	<ul style="list-style-type: none"> <li>Knowledge of management systems, e.g. ISO 14001:2016 Environmental Management Systems, and AS 4801: 2004 Safety Management Systems</li> <li>Office of Federal Safety Commission Accreditation Scheme</li> <li>Comprehensive understanding of complex theories regarding behavioural safety and safety leadership and contemporary Safety practice and models</li> <li>Detailed knowledge of and ability to interpret legislation and statutes, e.g. Work Health and Safety Act and Regulations</li> <li>Risk management procedures and processes</li> <li>High risk activity auditing compliance and reporting procedures and processes</li> <li>Understanding and ability to lead incident investigations and reporting involving multiple internal and external parties.</li> </ul>

## BEHAVIOURS

Health & Safety	Teamwork	Continuous Improvement	Accountability & Responsibility	Customer Focus
We make safety and health part of our everyday activities, adhere to safe work practices and procedures	We work collaboratively with others, across functions, groups and boundaries	We will strive to continuously improve by challenging the status quo, looking to do things better, smarter and more efficiently	We meet commitments, deadlines and take responsibility for actions. We do what we say we will do and not look for blame	We are aware of internal/external customer needs and we care for our customers and stakeholders

## GENERAL COMPETENCIES

Technical Skills	Communication	Leadership	Self-Management	Company Commitment, Business Acumen	People Management
Depth of specialised knowledge required Understanding of areas, disciplines or functions relating to the position Knowledge of policies, systems & procedures relating to the position	Communicates effectively, both orally and written; relates well to others; effective listener	Positively influences others; develops, coaches or mentors others; leads by example	Plans and organises work; delegates effectively; adapts to change; uses initiative; effective time management	Reliable; punctual; committed to the Company's needs, priorities & goals; promotes the Company	Deals effectively with performance issues, supervision, developing people, communication

## RELATIONSHIPS

Direct Manager	Manager Industrial Markets
Functional Manager	Divisional/ Business/ Project Managers
Direct Reports	Nil
Key Stakeholders	General Managers Business Unit Managers Project Managers External bodies e.g. Regulators HSE Team

## ACCOUNTABILITIES RELATED TO ROLE

### People

	<ul style="list-style-type: none"> <li>Actively develop the behavioural and technical skills, knowledge and capability across the region, consistent with leading HSE practices</li> </ul>
	<ul style="list-style-type: none"> <li>Drive safety culture among HB leaders and ensure operational ownership of the culture</li> </ul>
	<ul style="list-style-type: none"> <li>Maintain zero tolerance for unsafe behaviour, provide clarity of consequences for safe and unsafe behaviour (positive and negative) and follow through on realising these consequences</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure all relevant areas of the organisation understand HSE roles and responsibilities together with team competencies</li> </ul>
	<ul style="list-style-type: none"> <li>Build and maintain relationships with key internal and external stakeholders through effective stakeholder management strategies, ongoing engagement, collaboration and consultation</li> </ul>
	<ul style="list-style-type: none"> <li>Establish positive working relationships with Senior Managers and work with them to build their awareness of safety and environmental risks and how to mitigate them</li> </ul>
	<ul style="list-style-type: none"> <li>Maintain positive relationships with external key safety personnel as required</li> </ul>

	<ul style="list-style-type: none"> <li>Identify, engage, mentor and support regional safety resources. Provide strategic guidance around safety and legislative requirements</li> </ul>
	<ul style="list-style-type: none"> <li>Support Operational Managers to assess data from safety reports against business requirements</li> </ul>
	<ul style="list-style-type: none"> <li>Promote and participate in environmental, health and safety reviews with the view to determining key aspects of Divisional performance</li> </ul>

### Technical

	<ul style="list-style-type: none"> <li>Manage workers compensation and rehabilitation at a Divisional level</li> </ul>
	<ul style="list-style-type: none"> <li>Support the development, implementation and maintenance of effective HSE Management Systems for Business Units and audit effective use</li> </ul>
	<ul style="list-style-type: none"> <li>Maintain an understanding of current legislative requirements, ensure operational compliance and develop strategies to correct where gaps are identified</li> </ul>
	<ul style="list-style-type: none"> <li>Actively and visibly support key principles of risk management by promoting the process internally and with clients</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure that all planning processes consider HSE risk, and that appropriate risk mitigation is put in place at planning stages</li> </ul>
	<ul style="list-style-type: none"> <li>Supervise the preparation and input to pre tender HSE review; undertake technical review of approvals permits and license requirements and review of aspects and impacts</li> </ul>
	<ul style="list-style-type: none"> <li>Lead divisional incident investigation</li> </ul>
	<ul style="list-style-type: none"> <li>Manage the communication process in relation to serious incidents – alerts and corrective actions</li> </ul>
	<ul style="list-style-type: none"> <li>Development and delivery of audit programs and the monitoring of corrective actions</li> </ul>
	<ul style="list-style-type: none"> <li>Analyse safety and environmental performance data and trends</li> </ul>

### Planning

	<ul style="list-style-type: none"> <li>Deliver against the HSE plan</li> </ul>
	<ul style="list-style-type: none"> <li>Facilitate continuous improvement and cultivate operational ownership of the same</li> </ul>
	<ul style="list-style-type: none"> <li>Monitor and manage the effectiveness of Business Unit risk registers as the primary tool for risk management within the division.</li> </ul>

### SIGN-OFF

Employee Name	
Employee Signature	Signed:
Manager Name	
Manager Signature	Signed: