

POSITION DESCRIPTION

Position Description: Health Safety & Environment Manager

Reporting To: Human Resources Manager

Location: Sutherland office

Employment Type: Permanent/Full Time

Direct reports: Nil

Key Client Groups:

- Project Managers and professional consultants
- Site Supervisors Bush Regeneration teams (currently south west Sydney)
- QBE Insurance, Rehabilitation providers and treating medical practitioners
- Interacts with executive management group, office managers and business leaders
- Delegation and empowerment of broader administrative staff of Eco Logical Australia (ELA)

Job Purpose:

- Ensure the company's compliance with HSE legislative requirements, codes of practice, and regulations nationally.
- Provide a strategic focus to ensure the company's duty of care responsibilities are managed across all current and future work sites and offices nationally.
- Develop strategies to promote and ensure the health safety and wellbeing of all employees, subcontractors, visitors and business partners of the company.

Job Responsibilities

Developing ELA's HSE management system

- Develop and maintain an Integrated Management System (OHS, EMS and Quality) within existing works sites and develop a blueprint for new sites/offices as the company expands.
- Identify and develop strategies to ensure statutory compliance, and company standards, policies, procedures and codes are consistently met.

Active Management

- Respond to critical incidents and all lost time injuries, effectively manage workers compensation claims and develop return to work plans.
- Develop strategies to actively positively influence safety culture within the company and reduce workers compensation premiums.
- Drive the risk management process within the company, provide support and educate staff in risk analysis/hazard identification, and review and development of policies, procedures (including safe operating procedures) and completion of WMS.

- Assist and support consultants and CSO's with relevant OH&S information required for completion of tenders.
- Identify training needs and provide environmental and OH&S training to staff, including annual testing of emergency responses.

Reporting

- Organise and participate in external and internal audits of this system as required
- Develop, communicate, report and monitor the company's Health Safety and Environmental (HSE) KPIs and performance objectives.
- Develop positive performance indicators.

Leadership

- Provide strong role model performance and personal HSE leadership across the company
- Build, develop and nurture enduring and collaborative relationships with all key stakeholders both internally and externally to ELA.

Wellbeing

- Manage the company's Employee Assistance Program, monitor utilization rates and actively promote service throughout the organisation
- Collaboratively develop strategies to promote employee health & wellbeing

Other Features of the Role:

- Ability to work in a seated position and undertake PC work for extended hours.
- Desire to pursue personal and career development.
- Ability to travel intra and interstate to visit ELA work sites.
- A current NSW Drivers licence is required.

Performance Objectives:

The performance Objectives of this role will be developed in collaboration with the Human Resources Manager.

Person Specification/Core competencies

Professional

- Tertiary qualifications in OHS or related field.
- Senior First Aid certificate desirable.
- Demonstrated understanding and knowledge of current and new national OH&S framework (Jan 2012) and EMS systems.
- Knowledge of national legislation, codes of practice and standards relevant to consulting businesses.
- Qualified and experienced in return to work co-ordination, injury management and workers compensation claims management.
- Experience in data capture and analysis and effective implementation of an EMS or IMS.

Experienced

- Proven demonstrated experience in a similar role with a minimum of 5 years experience.
- Demonstrated strong problem solving skills, ability to multi task and sound judgment and decision making capabilities.
- Ability to deliver presentation and training when required.
- Well developed planning, organizational and IT skills.

Approach

- Highly motivated self starter with can do, positive attitude, and strong team work ethic and outcome and solutions focused.
- Ability to build and nurture sustainable relationships.
- Natural leadership ability with even temperament, sense of humour, professional and confidential demeanor.
- Confident presence and ability to amicably resolve OH&S issues.
- Physically fit and able to participate in field trips where required.

Indicative Hours:

The minimum working hours will be 38 hours per week, plus whatever reasonable additional hours are required to effectively perform your role.

Work Environment:

The majority of time in this role will be spent in a well- equipped, air conditioned office environment. Some participation in field work will be required.

Prepared By:

Approved By:

Date:

Date:

The Ten Commitments - ELA VALUES

Everyone at Eco Logical Australia is expected to live by our 10 Commitments as follows;

- 1. Environment- Protect and improve ecosystem values;**
- 2. Community- Recognise our responsibility to the broader community**
- 3. Clients- A working partnership, facilitating their business or individual objectives in the context of environmental outcomes**
- 4. Team- Co-operatively blending the right skills to achieve objectives and outcomes**
- 5. Staff – To develop leaders in our field, providing autonomy, opportunity and support**
- 6. Quality- Consistently improving the standard of service**
- 7. Creativity – Provide innovation in our products**
- 8. Growth- Consistent and sustainable growth of the Company**
- 9. Workplace- Safe, healthy and enjoyable workplace**
- 10. Ease and Enjoyment- Through open communication, good management and fostering personal relationships.**