



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

POSITION TITLE:	Health, Safety and Environment Advisor (Projects)
REPORTS TO:	Senior Safety Specialist
DIVISION:	Terminals and Landside
LOCATION:	Devonport
CONDITIONS:	Common Law Contract (2-year fixed term)

PURPOSE OF THE POSITION

The Health, Safety and Environment (HSE) Advisor will support the Infrastructure Projects Team with HSE technical and practical support, advice, research and training. The HSE Advisor will focus on field operations and will work closely with project managers, contractors and workers to build their safety and environmental protection capacities.

KEY DUTIES

This role will spend a significant amount of time in the field and is a highly interactive role requiring consultation, leadership, high level of verbal and written communication skills and the ability to influence at all levels. It is a key role in supporting the Senior Safety Specialist, Senior Environment Advisor and project managers to deliver a positive HSE culture within TasPorts projects through the following duties:

- Provide a high level of HSE expertise to the TasPorts Infrastructure Project group especially to the project delivery team and individual project managers;
- Influence project managers and contractors to adopt and demonstrate care and supportive safety and leadership behaviours;
- Coach all levels of the organisation (including contractors) on positive and effective intervention in at-risk situations;
- Provide support on HSE issues related to hazard identification, risk assessment and control measure in line with HSE legislation, TasPorts standards and good practice;
- Assist in the development and review of project risk assessments and risk registers;
- Review contractor's Work Health Safety (WHS) Management Plans, Safe Work Method Statements (SWMS) and sub-contractor engagement and management practices;
- Assist in the development of Work Health Safety (WHS) Management Plans and SWMS and in the engagement and management of contractors for TasPorts managed projects;
- Work with the environment team to ensure project compliance to environmental plan conditions;
- Regularly inspect project worksites and provide feedback to project managers and contractors with regards to positive observations and opportunities for improvement;
- Provide support to TasPorts projects team with regards to improving contractor HSE performance in line with HSE legislation, contractual obligations, TasPorts standards and good practice;
- Assist with auditing contractor's WHS and Environmental Plans and performance against contractual and legislative compliance, relevant standards and codes of practice;
- Provide incident investigation support to managers and supervisors to ensure the investigation focuses on learning and improving and not blame and punishment;
- Identify and support opportunities for improvement to TasPort's activities and systems that reduce HSE risks;
- Contribute to the development and implementation of HSE policies and procedures;

- Administer TasPorts Incident Management System (IMS) for TasPorts projects and conduct daily monitoring of logged incident data to ensure accuracy, appropriate corrective actions and investigation initiation as required; and
- Deliver HSE internal training programs as required.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

This position takes accountability for area of responsibility and actions, making timely and accurate decisions within an environment of change and ambiguity. The incumbent will identify what needs to be done in order to support the achievement of organisational goals and objectives and delivers on promises. The position will work autonomously subject to limited supervision under the guidelines set by the Senior Safety Specialist and TasPorts policies and procedures.

TasPorts Health, Safety and Environment Responsibility and Authority

Refer to sections 4.4 and 4.7 of the *HSE Responsibility & Authority Procedure*.

Supervisory Responsibility

Nil

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

- Previous experience within construction or port related fields;
- Self-management skills and the ability to plan, organise, and progress tasks within prescribed timeframes and escalate issues as appropriate;
- Demonstrated ability to establish and sustain effective relationships through a high level of interpersonal and communication skills (both oral and written);
- Be able to assess when frank and fearless advice is required, and be prepared to step in and stop the activities if necessary and work with the relevant workgroups and leaders to achieve a satisfactory and safe outcome.
- Proven ability to negotiate and influence successfully with a wide range of people from Senior Managers and employees to Regulators;
- Demonstrated experience in incident investigations to identify root causes and corrective actions and WHS Auditing;
- High level of competence and knowledge relating to HSE management procedures and processes, especially ISO14001, AS4801, ISO45001 or ISO18001; and
- Familiarity with State Environmental, WHS and Workers Compensation legislation.

QUALIFICATIONS

Essential

- Tertiary qualification in relevant Health, Safety and Environment or demonstrated work experience to equivalent level;
- Drivers Licence; and
- Ability to successfully acquire an Maritime Security Identification Card

Desirable

- Incident investigation Training
- Lead Auditor Training
- Training qualifications