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| Position Profile – Health, Safety and Environment Specialist - Operations Systems  |  |

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| **Division**  | Operations | **Team**  | Health, Safety and Environment |
| **Location**  | Stanwell Power Station | **Reports to**  | Manager Health, Safety & Environment Systems and Strategy |
| **Date Updated** | August 2024 | **Position Number** | 413562 |
| **Grade (TPS only)** |  |  |  |

## Position Purpose

The Health, Safety and Environment (HSE) Specialist – Operations Systems is responsible for the operational management, compliance, governance and continuous improvement of Stanwell’s principal Health, Safety and Environment (HSE) operations systems. This includes but is not limited to the organisation’s safe work systems, the event reporting and management system (EARS) , the chemical management system and other HSE owned business systems.

## Qualifications

* Degree level qualifications in Health and Safety and/or Environmental Science (or higher qualification) or related relevant discipline or equivalent experience.

**Experience and knowledge**

* Minimum five years’ experience in power generation or an equivalent heavy industry, large asset intensive environment.
* High level of experience in the development, management, maintaining and continuous improvement of integrated safe systems of work (i.e. whole of work permit to work systems), especially within the utilities industry.
* High level of experience with the strategic management, continuous improvement and use of complex applications and technical solutions for health, safety and environment systems and safe work systems, including vendor supplied ICT tools
* Demonstrated comprehensive and integrated HSE technical knowledge underpinned by practical application in a broad range of areas.
* Ability to apply cognitive and technical skills to develop creative solutions to complex problems in a defined but a wide range of environments.
* Effective verbal, written communication and influencing skills to ensure HSE requirements are able to be communicated and implemented , with a wide range of stakeholders, in order to maintain effective operational systems
* Formal qualification (desirable) or demonstrated experience in conducting auditing and other governance activities to ensure ongoing compliance and quality reviews of HSE systems and processes.

## Responsibilities and outcomes

Health, Safety, and Environment Operational Systems Management

* Lead and manage the execution of the strategic initiatives for the organisations principal HSE operational systems (includes and is not limited to Stanwell’s Safe Work System, Chemical Management and Event Reporting and Management Systems) as part of the overall HSE Strategy.
* Manage, deliver and continuously improve Stanwell’s HSE Operations Systems procedures, processes, systems, training and performance.
* Lead the business auditing of Stanwell’s safe work system, and governance reviews of other HSE systems as required.
* Provide real-time support, coaching and mentoring regarding the use of Stanwell’s HSE Operations Systems in partnership with relevant support functions and/or Stanwell’s Information, Communication and Technology team
* Facilitate knowledge and skill development training including developing training materials and maintain currency of all relevant training materials, in consultation with the HSE Manager Training and broader HSE teams for the Stanwell HSE Operations Systems.
* Assist in the development and implementation of improvement plans and exposure reduction initiatives as directed, with respect to HSE Operations systems, to support the HSE strategy and functional plan deliverables.
* Assist in the implementation of systems upgrades and enhancements, with respect to HSE Operations systems.
* Provide technical advice to HSE and Stanwell’s Growth and Future Energies sector with respect to the use or application of the Stanwell HSE Operations System, and assist with transition and/or integration activities associated with these systems and sites, once they become part of Stanwell Operations division.
* Lead and manage the Corporate Safe Work System committee to ensure effective performance management and governance occurs.

HSE Management Systems

* Actively contribute to the integration, development and maintenance of the HSE management system, policies and procedures as required by HSE legislation, and the requirements of AS/NZS ISO 14001 and AS/NZS 45001.
* Manage the controlled documents and supporting materials that relate to Stanwell’s Safe Work System and other HSE operational systems, including their review, update and management of any resultant change to process.
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Relationships and Stakeholder Management

* Maintain effective relationships within the HSE team, the Information, Communication and Technology (ICT) team, the broader Stanwell Operations division and other key technical and other leaders throughout the business.
* Develop relationships with key stakeholders and effectively manage and communicate changes to systems and processes to the business to ensure compliance and best practice with internal and external requirements.
* Build and maintain relationships and regular contact with the vendors (external) and supporting resources (internal) of Stanwell’s HSE Operational systems (safe work system, Chemical Management, Event reporting and Management Platform).
* Lead the direction and management of the Corporate Safe Work Systems committee, responsible for setting the direction of the systems and providing governance and oversight of its use and development.
* Engage with external and internal safe work committees/specialists to identify, adapt and implement best practice across Stanwell sites, and broader industry

## Key capabilities

This position is expected to have demonstrated capability in the following areas:

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| ***Building Relationships*** | Initiates and maintains collaborative relationships, is socially confident and quick to build rapport and trust with others. Tends to create a positive first impression at all levels, both internal and external to the organisation. |
| ***Change Management*** | Takes the lead in effecting strategic change within area of influence and more broadly. Able to effectively explain the reasons for the change and obtaining commitment and acceptance so that the required business outcomes are realised. |
| ***Communication*** | Speaks and writes in a clear, confident, and articulate manner, adapting communication style to the target audience. When expressing ideas and information in writing uses appropriate structure, grammar and language tailored to the reader. Is effective at influencing others to see things a given way.  |
| ***Customer Focus*** | Motivated by exceeding expectations of internal and external stakeholders, and fulfilling obligations to others. Interacts with customers in a friendly, considerate manner, responding to social cues appropriately. Treats all customers equally. |
| ***Decision Making*** | Able to identify and understand issues and opportunities, to be able to compare data from different sources and identify possible consequences to reach an appropriate course of action or solution. Confident using judgement to make decisions based on the information available, even if it is not complete, the situation is ambiguous or with no precedent. Able to reach an appropriate decision in a timely manner. |
| ***Influencing*** | Using appropriate interpersonal styles to gain acceptance of ideas and plans or to change a person’s perspective; modify one’s own behaviour to accommodate tasks, situations, and individuals involved. |
| ***Innovation*** | Ability to think ahead and proactively apply knowledge and judgement to generate new and innovative solutions, ideas, and approaches to problems. Is strategically minded, future-oriented and shows foresight to anticipate issues before they arise, taking a creative approach to solving problems. Takes a broad perspective and is open to taking calculated risks.  |
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| ***Stanwell Values*** | Uphold and champion Stanwell’s Values and Code of Conduct (including ethical behaviour, fair treatment, conflict of interest, confidential information, and complying with the law). Ensuring they are at the forefront of decisions and action, coaching and challenging others to demonstrate acceptable behaviours where appropriate. |
| ***Strategic***  | Takes a big-picture, long-term view when planning and anticipating potential impacts on the business. Weighs up options and implications, identifies strategies and plans, and is comfortable with managed risk. Creates a broad compelling vision and organises others to pursue it. |

## Decision making

This position is expected to to make decisions, prioritise and plan accordingly with the strategic vision/objectives associated with the relevant business systems, referring where required to the designated business owners within the Health, Safety and Environment Systems and Strategy Team.

## Team Structure

*This position profile reflects a summary the role, it is not intended to be an all-inclusive list of duties and responsibilities. Leaders may direct employees to perform other duties at their discretion.*