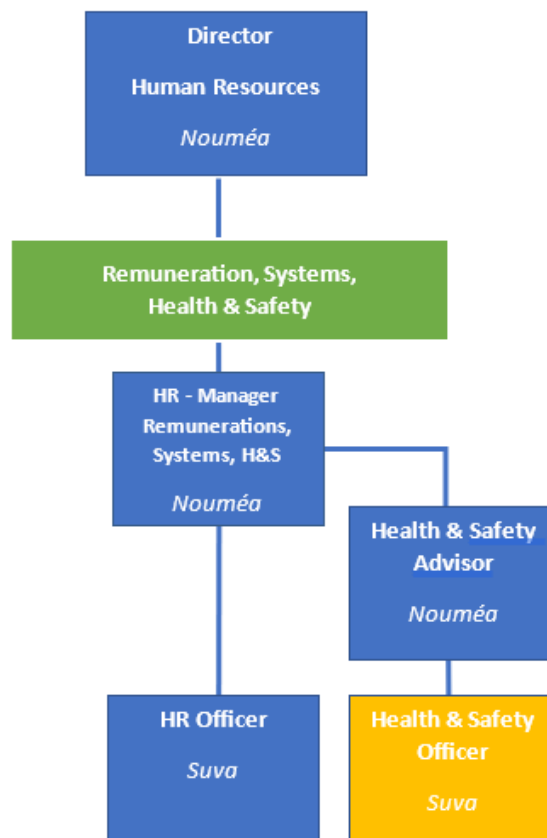




JOB DESCRIPTION

Job Title:	Health and Safety Officer
Division:	Human Resources, Operations Management Directorate
Location:	Suva, Fiji
Reporting to:	Health and Safety Adviser
Number of Direct Reports:	0
Purpose of Role:	The Officer will provide, operate and maintain best practice health and safety systems for SPC. The role will provide health and safety reporting and advice in order to promote excellence and maximise company performance through audit, communication and continuous improvement of health and safety systems. The role will look to build commitment to health and safety and develop a culture where all staff take responsibility for the health and safety of themselves and others. The role will ensure effective health & safety systems, processes and practices are adhered to.
Date:	May 2024

Organisation Chart



Key Result Areas:

The position of **Health and Safety Officer** is responsible for SPC's health and safety services as it pertains to the Suva regional office. The position encompasses the following major functions or Key Result Areas:

1. Support the design and implementation of policies and procedures, and ensure that hazard identification is recorded, and site safety compliance is maintained.
2. Health and safety systems and tools coordination support.
3. Promote health and safety values and deliver health and safety training on health and safety policies, procedures and processes.
4. Encourage a positive health and safety reporting culture by supporting staff and managers to ensure all events are reported and recorded in an open, accurate and timely manner.

The requirements in the above Key Result Areas are broadly identified below.

Job holder is accountable for	Jobholder is successful when
KRA 1: Support the design and implementation of policies and procedures, and ensure that hazard identification is recorded, and site safety compliance is maintained	<ul style="list-style-type: none"> • Meet obligations and responsibilities under relevant health and safety legislation. • Ensure health and safety requirements are developed, monitored and maintained in line with Pacific Communities policies. • Internal and external audit results. • Minimised workplace accidents. • All risks effectively managed and no outstanding compliance issues.
KRA 2: Health and safety systems and tools coordination support	<ul style="list-style-type: none"> • Assist with the development and implementation of the health and safety plan. • Support the establishment of a risk management and hazard identification tool. • Health and safety systems are easy to use and understood by all staff. • Existing monitoring systems are maintained. • Internal and external audit results. • Improved health and safety statistics.
KRA 3: Promote health and safety values and deliver health and safety training on policies, procedures and processes	<ul style="list-style-type: none"> • Health and Safety committees operate regularly. • Feedback from a range of key stakeholders reflects the development & maintenance of positive relationships. • Training attendance records. • Examples of excellence are identified and promoted. • Ensure health and safety trainings are delivered focusing on high-risk areas. • Encourage and reward excellence. • Organise or facilitate health and safety training courses on an 'as needs identified' basis. • Advise staff when required with legislative or practical health and safety advice. • Provide a point of contact for all health and safety matters. • Visit sites and promote safe behaviours through discussing hazards and conducting safety interactions with staff. • Partner in developing a culture that supports a positive health and safety culture in the workplace through all

	activities such as internal and external communication, education and training.
KRA 4: Encourage a positive health and safety reporting culture by supporting staff and managers to ensure all events are reported and recorded in an open, accurate and timely manner	<ul style="list-style-type: none"> • Production of comprehensive reports that clearly indicate areas of success and areas of improvement in relation to health and safety. • Implement with managers improvement plans for identified areas of improvement. • Apply best practices on health and safety guidelines and compliance into SPC processes and policies. • Delivery of regular and relevant reports in such a way that the information can be utilised by staff and management alike. • Made health and safety data accessible and easy to find using the intranet, noticeboards etc. • Prepared health and safety documentation as required. • Minimized workplace accidents. • Completed and detailed incident reporting.

Note

The above performance standards are provided as a guide only. The accurate performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity:

Most challenging duties typically undertaken:

- Influencing the management and staff on health and safety issues.
- Management of high workload with limited resources.
- Complexities associated with providing health and safety services, policies and programs across regional operations.
- Fostering and strengthening a professional health and safety function in SPC.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<ul style="list-style-type: none"> ▪ Internal - Director Human Resources - Deputy Director-General Suva - Senior Leadership Team - Suva - Suva divisions and programmes - Health and Safety Advisor - Other support services - Staff 	<ul style="list-style-type: none"> - Providing health and safety advice - Interpretation and application of health and safety policies - Support for line managers in dealing with health and safety issues - Managing client relationships and expectations
<ul style="list-style-type: none"> ▪ External - Professional associations - Potentially sub-contractors and suppliers 	

Level of Delegation

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: 0

Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> Relevant tertiary qualification specialised in health and safety. 	

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> At least 3 years of relevant experience in health and safety. Experience in providing advice on complex health and safety issues, and in development of health and safety policies. Working knowledge of the relevant health and safety acts across different regions/countries. Ability to work autonomously, take initiative and is solutions driven. Ability to work collaboratively and inclusively. Demonstrated cultural sensitivity and awareness, and the ability to effectively work with team members from different cultural backgrounds. Excellent interpersonal skills with the ability to develop effective working partnerships. Excellent written and oral communication skills. 	<ul style="list-style-type: none"> Hands on experience or knowledge of the international development environment. Exposure to high-risk health and safety sites. Experience advising on health and safety management in an operational environment.

Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> Health and safety management Decision making and problem solving Political awareness
Advanced level	<ul style="list-style-type: none"> Cross-cultural skills and ability to work with team members from different cultural backgrounds

	<ul style="list-style-type: none"> • Collaboration and consultation • Negotiation and influencing skills • Training and mentoring
Working Knowledge	<ul style="list-style-type: none"> • Computer skills

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement

Personal Attributes

- Adaptability
- Good planning and organisation skills
- Eye for detail, analytical and self-motivated
- Result oriented
- Honesty
- Good sense of commitment and responsibility
- Customer focus
- Working experience in dealing with customers of different backgrounds and cultures

Change to Job Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.