

**POSITION DESCRIPTION | HSE COORDINATOR**

<b>Position Title:</b>	Health, Safety and Environment (HSE) Coordinator
<b>Classification:</b>	SGW Enterprise Agreement Band 7
<b>Salary Range:</b>	\$77,740.52 - \$85,867.08
<b>Department:</b>	Corporate Services
<b>Position Type:</b>	1.0 FTE Full Time (negotiable)

<b>Organisational Overview:</b>	<p>South Gippsland Water (SGW) is a Victorian Water Corporation responsible for water and wastewater service provision for over 30,000 customers located in 22 towns, across a service delivery area of more than 4,000 square kilometres. We manage, maintain and operate 10 water and 11 wastewater systems.</p> <p>South Gippsland Water is an equal opportunity employer and is committed to a diverse, inclusive and flexible work environment.</p>
<b>Position Overview:</b>	<p>To foster a contemporary HSE and risk management culture throughout the organisation by implementing HSE objectives, process improvement initiatives, risk management and reporting systems within South Gippsland Water.</p> <p>This role pro-actively partners with line managers and employees across a diverse range of water and waste water treatment facilities, field-based plant and equipment, corporate offices and depots, to enable solutions and build organisational capability.</p>
<b>Reporting Relationship:</b>	<p>This position reports to Manager Risk, Governance and Compliance</p> <p>Roles directly reporting to this position include:</p> <ul style="list-style-type: none"> <li>• HSE Officer</li> </ul>

<b>Duties:</b>	<p><u>Position:</u></p> <ul style="list-style-type: none"> <li>• Lead and support the HSE Officer to work safely and productively through role clarity, support with allocation of work and priorities, regular feedback, access to professional development, and an effective approach to setting and reviewing performance and development goals.</li> <li>• Coordinate and implement annual HSE planning and performance measurement and reporting at a corporation level</li> <li>• Develop and maintain contemporary and compliant HSE policies, procedures, and other resources</li> <li>• Drive process improvement initiatives in support of HSE performance</li> <li>• Monitor, maintain and report on contractor safety and compliance utilising SGW's contractor management system</li> </ul>
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	<ul style="list-style-type: none"> <li>• Participate in OH&amp;S Consultative Committee meetings and departmental tool box and planning meetings as required</li> <li>• Coordinate the HSE incident reporting and investigation framework and provide regular reports to management and Board Committees</li> <li>• Coordinate internal / external HSE audits and develop plans to action Coordinate statistical analysis and reports of HSE performance</li> <li>• Ensure the HSE risk register is monitored, reviewed and reported</li> <li>• Assist with coordination of the Emergency Management System within the corporation.</li> <li>• Participate and represent SGW at industry HSE forums, network, special interest groups and internal committees as required.</li> </ul> <p><u>Corporation:</u></p> <ul style="list-style-type: none"> <li>• Ensure public safety by observing and reporting all potential public liability risks</li> <li>• Act in a responsible manner in all matters where the environment is impacted by SGW's operations</li> <li>• Ensure reasonable care is taken for own health and safety as well as the health and safety of others, and that no one is adversely affected by workplace activities or omissions</li> <li>• Ensure the security and maintenance of SGW's property to ensure they meet their service objectives efficiently and effectively</li> <li>• Report any known security issues or risks to SGW's property</li> <li>• Adhere to all SGW Policies and Procedures</li> <li>• Demonstrate inclusive and respectful behaviours at all times</li> <li>• Adhere to SGW's and the Victorian Public Sector Commission's (VPSC) Code of Conduct</li> </ul>
<p><b>Accountability and Extent of Authority:</b></p>	<p><i>The position operates within Corporation policy and approved Corporate Plan frameworks with responsibility to:</i></p> <ul style="list-style-type: none"> <li>• Manage resources and provide specialised expert advice to management and staff</li> <li>• Freedom to act is governed by Policies, objectives and budgets with regular review and reporting mechanisms in place to ensure achievement of goals and objectives.</li> <li>• Expend monies in accordance with delegated financial levels and approved budgetary allocations.</li> <li>• Develop policies and procedures within area of expertise and control</li> <li>• Provide input into the development of departmental business and strategic plans</li> </ul>
<p><b>Judgement and Decision Making:</b></p>	<p><i>The position operates within Corporation policy and approved Corporate Plan frameworks with responsibility to:</i></p> <ul style="list-style-type: none"> <li>• Exercise own discretion and judgement to determine an appropriate course of action following guidelines and/or directions from senior staff</li> <li>• Apply established techniques to new situations to solve problems</li> <li>• Identify and develop options analysis for senior management</li> <li>• Guidance usually, but not always available</li> </ul>

<b>Specialised Skills and Knowledge:</b>	<p><i>Knowledge and skills in the following areas are required:</i></p> <ul style="list-style-type: none"> <li>• Experience in the interpretation and application of relevant HSE Acts, Regulations, Australian Standards and Codes of Practice.</li> <li>• Experience in problem solving, interpretation, reasoning and judgement skills with an ability to identify and solve complex problems</li> <li>• Ability to challenge, change and improve current systems, procedures and processes where required.</li> <li>• A demonstrated ability to undertake audits and risk assessments.</li> <li>• Experience in investigating, analysing, preparing and delivering business reports.</li> <li>• The ability to facilitate teams and conduct in-house training.</li> <li>• Competent computer and keyboard skills with proficiency in MS Word, Excel, and Outlook or equivalent.</li> <li>• A working knowledge of water and wastewater infrastructure, or like industry, and associated working practices will be highly regarded.</li> </ul>
<b>Management Skills:</b>	<p><i>The incumbent requires, and should be able to demonstrate:</i></p> <ul style="list-style-type: none"> <li>• The ability to lead and manage others effectively, with attention to enabling professional development, effective work planning and priority setting, and a positive team environment</li> <li>• Proven time management skills with the ability to set individual and team priorities, coordinate and manage concurrent tasks, plan and organise tasks and set work schedules to ensure objectives are met within agreed timeframes.</li> <li>• The ability to interpret, review, implement and contribute to the further development of HSE policies and procedures.</li> <li>• The ability to work with minimum supervision on defined tasks or projects.</li> <li>• The ability to supervise external contractors.</li> </ul>
<b>Interpersonal Skills:</b>	<p><i>The position will be required to:</i></p> <ul style="list-style-type: none"> <li>• Self-awareness of leadership and management style, and ability to work with others in a way that enables their best contribution</li> <li>• Well-developed communication skills, both written and verbal with the ability to liaise across all levels both internally and externally.</li> </ul>
<b>Qualifications and Experience:</b>	<p><i>The requirements of the position are:</i></p> <ul style="list-style-type: none"> <li>• Completed or working towards completion of a Diploma or above in Occupational Health and Safety along with several years of relevant experience.</li> <li>• Formal qualifications in auditing, risk management (including formal certification as an internal EMS auditor) will be well regarded.</li> </ul>

<b>Position Requirements:</b>	<ul style="list-style-type: none"> <li>• Satisfactory National Police Check and a willingness to renew every three years.</li> <li>• Current Victorian Drivers Licence.</li> </ul>
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<b>Key Selection Criteria:</b>	<ol style="list-style-type: none"><li>1. Proven leadership skills with the ability to lead, motivate and develop others.</li><li>2. Demonstrated experience in maintaining and or implementing an accredited OHSMS</li><li>3. Experience in investigating and analysing HSE incidents, accidents, hazards and near misses.</li><li>4. Well-developed communication skills, both written and verbal, with the ability to liaise across all levels both internally and externally.</li><li>5. Sound negotiation skills with the ability to resolve conflict, handle complaints and manage complex situations.</li><li>6. Ability to think innovatively, identify improvements and challenge and change existing business processes and systems</li><li>7. Ability to effectively plan, prioritise and deliver projects</li></ol>
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I have read and understand the contents and obligations of this position description. I also understand that I have an obligation to comply with all Corporation policies and procedures.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_