

POSITION DESCRIPTION

Job Title:	Health, Safety & Environment Manager	Position No:	HSEMAN
Job Type	Permanent Full Time		
Location	Darwin, Northern Territory		
Responsible to:	Group Manager, HSER	Reports to:	GMHSER

Primary Objectives

Manage Darwin Port's Health, Safety and Environment management systems and activities. Demonstrate active leadership and commitment to the continuous improvement of Health, Safety & Environment (HSE) performance.

Main Duties/Responsibilities

- Manage all aspects of Work Health, Safety and Environment (HSE) management systems including project specific HSE plans, providing HSE support to Operations & Management teams
- Manage and support a high performing team by providing strong leadership including staff development and mentoring.
- Maintain understanding of HSE regulatory requirements to develop and implement strategies, policies and procedures, programs and governance reporting systems to maintain compliance.
- Maintain effective and efficient HSE information systems, records management and filing systems
- Build the HSE capability of HSE personnel, Darwin Port management, supervisors and staff through active and visible leadership & coaching.
- Monitor the HSE training program for effectiveness
- Maintain the Inspection and Audit program, including preparation and facilitation of inspections, risk assessments and HSE system audits
- Lead incident investigations
- Evaluate safety and environmental statistic reporting to identify key trends for action.
- Oversee the onsite Drug and Alcohol screening program where required.
- Case manage workers compensation claims and make recommendations on appropriate action.
- Assist in ad-hoc HSE tasks/projects as required or directed by the Group Manager, HSER.
- Represent Darwin Port in forums relating to HSE issues and develop and maintain effective collaborative networks.

Qualifications

- Tertiary qualifications in HSE or related discipline
- Current First Aid Certificate
- Current NT drivers licence
- Current MSIC or ability to obtain is essential
- Drug and Alcohol screening certificate (desirable)
- Certificate IV Training and Assessment (desirable)

Experience

- Substantial years' experience in HSE including management of HSE in a high-risk environment
- Demonstrated experience in leading a team and influencing with senior managers.
- Return to Work Coordinator experience
- Incident Investigation Training (ICAM, Taproot or similar)
- On-site environmental experience (desirable)

Skills

- Reliability, time management, attention to detail and ability to work both individually and as part of a team
- Well-developed interpersonal and communication skills, with the ability to relate professionally, tactfully and effectively at all levels internally and with external stakeholders in order to achieve company outcomes.
- Positive, highly motivated, proactive and strong work ethic
- Excellent computer skills especially with Microsoft packages (Word, Excel)
- Ability to apply safe work and environmental practices in performing your duties and responsibilities

Compliance

We expect you to:

- To carry out your position in alignment with the Darwin Port Values: **Ethical & Transparent Conduct, Respect for Employee, Responsible Safety, Security & Environmental Practices, Relationship with Stakeholders**
- Comply with and actively support all Darwin Port Policies and Standard Operating Procedures.
- Ensure all activities undertaken as a Darwin Port employee complies with relevant Acts, legal requirements, and the Values of the organisation; and that you manage all your activities and responsibilities in alignment with Darwin Port's risk management framework.

Further Information

Information on Darwin Port Operations can be found on our website www.darwinport.com.au.

All applicants must hold or be eligible to obtain a Maritime Security Identity Card (MSIC). Applicants may be required to undertake a pre-employment background checks, medical assessment tests and be subject to Drug and Alcohol testing in accordance with the Darwin Port Policies.