

POSITION	HSE Advisor
REPORTING TO	HSE Manager
SECTION / DEPARTMENT	HSE
DIRECT REPORTS	0
FUNCTIONAL REPORTS	0
DATE OF LAST REVISION	June 2018

Business Overview and Values

Naval Ship Management (Australia) Pty Ltd (NSM) is a leading provider of asset management solutions to the Australian maritime sector. Utilising a team of highly skilled professionals strategically located across Australia in conjunction with a robust, agile and scalable international supply chain, NSM provides cost-effective, responsive and customer-focused solutions that optimise the availability and capability of our customers' critical assets.

Established in 2012, services provided by NSM include: Engineering Support Services; Maintenance Support Services; Ship Repair, Refit and Refurbishment; Supply Chain Management and Procurement and Logistics.

We are guided by the following Mission and Values which extend across NSM.

Position Overview

The HSE Advisor role assists in in planning, implementing, monitoring and reviewing compliance with HSE legislation, policies, procedures and work practices and demonstrate a positive Safety Culture, via an appropriate questioning attitude to the safety, health and environment aspects of work activities.

The HSE Advisor works pro-actively in supporting a safety management system that promotes a "Safety First" culture throughout NSM and our stakeholders leading to a best in industry HSE reputation and utilise knowledge and skills to promote a positive HSE culture in the workplace.

Principal Duties and Responsibilities

The following aspects of this position are indicative only and in no way limit NSM in allocating additional responsibilities to the employee, within the scope of the employee's level of competency, experience, knowledge and qualification.

HSE

- Prepare contractual HSE plans and documents;
- Complete duties of Chief Warden, responsible for the management and direction of emergency response;
- Assist in development of Project Risk Register to ensure significant potential HSE risks are identified and the planned treatments of the risks are implemented;

- Identify and record hazards and liaise with appropriate persons to determine way of eliminating or reducing risks associated with hazards;
- Prepare, manage and conduct (where applicable) schedule of evaluation / inspection activities to monitor HSE compliance;
- Facilitate pre-start and toolbox meeting HSE topics;
- Liaise with all personnel to ensure understanding of and compliance with HSE requirements;
- Report and investigate HSE Events in accordance with procedures and monitor implementation of agreed control measures;
- Provide support to workforce in assessing hazards and risks and assist in development of controls to minimise risk;
- Assist in the development and review of HSE procedures, communications and alerts;
- Provide advice, information and instruction on HSE matters;
- Attend Safety Walks with client upon request; and
- Report HSE performance to Production Manager and Senior HSE Advisor.

HSE Participation

- Lead the “Safety First” culture throughout NSM by:
 - Participation in and development of HSE programs and initiatives;
 - Never walking past any unsafe act or condition;
 - Never take any actions that could reasonably be seen to adversely affect your personal health and safety or that of any other employee, contractor, visitor, and customer or community member; and
 - Take all reasonable steps to ensure the health and safety of yourself and others subject to any limitations and / or obligations defined within the HSE management system.

General

- Provide feedback and recommendations for processes, procedures and systems;
- Ensure personal compliance with all NSM policies, procedures, guidelines in a way that not only meets company requirements, but also addresses commercial obligations, risk management, and protection of intellectual property. These policies etc. include, but are not limited to:
 - Code of Conduct
 - HR / People & Culture (incl. Anti-Discrimination, Harassment and Workplace Bullying)
 - HSE (incl. Fitness for Work)
 - IT (incl. access and use of systems and software).
- Other duties as needed or required.

Qualifications / Knowledge / Experience / Attributes

Essential

- Experience in an HSE Advisor Role in a similar industry
- Cert IV Health & Safety Management
- Cert 111 Fire Warden
- Current First Aid Certificate
- Knowledge of ISO 14001 - Environmental Management Systems
- Knowledge of AS 4801 - Occupational Health and Safety Management Systems
- Knowledge of Legislative requirements (Environment and Workplace Health & Safety)
- Computing Skills (Microsoft Office Suite)

Desirable

- Formal Qualification in Environmental Management
- Formal Qualification in Incident Investigation

Essential Compliance Requirements

- Must either hold, or be eligible to obtain an Australian Defence Security Clearance

Verification

I confirm that I have read, understand and accept the contents detailed above and confirm my commitment to the purpose, mission and values of Naval Ship Management.

	Name	Signature	Date
Employee:			Click here to enter a date.
Manager:			Click here to enter a date.
Last Updated By:			Click here to enter a date.