



**SENIOR HSE ROLE**

**JOB & PERSON SPECIFICATION**

**JANUARY 2019**

<b>ROLE TITLE:</b> Principal HSE Advisor	<b>REPORTS TO:</b> Head of Operations
--	---------------------------------------

<p><b>ORGANISATIONAL OVERVIEW:</b></p> <p><b>Our Core Purpose:</b>  <i>Bringing energy to the community</i></p> <p><b>Our Vision, or 'Ideal'</b>  <i>Best Infrastructure company linking Australia</i></p> <p><b>Our Culture – we aspire to:</b></p> <ul style="list-style-type: none"> <li>• <i>Be creative, think beyond</i></li> <li>• <i>Be brave, speak up</i></li> <li>• <i>Be a team, deliver together</i></li> <li>• <i>Be mindful, we care</i></li> </ul> <p>SEA Gas is a gas transmission business based in Adelaide, which owns and operates the SEA Gas pipeline (connecting Port Campbell, Victoria, to Adelaide, South Australia) and the Mortlake Pipeline (connecting Iona storage facility to Mortlake, Victoria). The pipeline system delivers gas to gas fired power stations and to meet industrial, commercial and domestic needs in Adelaide, Victoria and regional centres.</p> <p>The organisation manages, operates and maintains approximately 800km of high pressure natural gas pipelines, two compressor stations and receipt and delivery facilities.</p>	<p><b>FUNCTIONAL OVERVIEW:</b></p> <p>The Principal HSE Advisor is responsible for leading the strategic and operational delivery of all aspects of Health, Safety, Environment and Security (HSE) at SEA Gas.</p> <p>Safety includes Process and Public Safety as well as Personnel Safety.</p> <p>The Principal HSE Advisor has significant leadership influence and impact throughout the business with responsibility for driving a best practice safety culture and promoting a culture of continuous improvement and innovation in order to deliver initiatives that meet SEA Gas's health, safety and environment strategic objectives.</p> <p>The role is accountable for SEA Gas's continuing compliance with all relevant legal, standards and policy requirements and for HSE relationship management with employees, customers, contractors, suppliers, statutory agencies and all other relevant stakeholders.</p> <p>The Principal HSE Advisor must be a passionate individual with a relentless approach to embedding the desired HSE cultural attributes across the business.</p>
---	---

<b>LOCATION:</b>	Adelaide	<b>TOTAL NO. OF EMPLOYEES IN ORGANISATION: 40</b> <b>EMPLOYEES IN BUSINESS UNIT: 13</b>
------------------	----------	--

<b>DIRECT REPORTS:</b>	Nil	<b>SERVICE PROVIDER CONTRACTS UNDER MANAGEMENT: (1)</b>
		<ul style="list-style-type: none"> <li>▪ Maintenance Service Provider – oversees HSE aspects (10 - 15 contractor field technicians)</li> </ul>

<p><b>ROLE ACCOUNTABILITIES</b></p> <p><b>Strategic Leadership:</b></p> <ul style="list-style-type: none"> <li>▪ Accountable for the development and implementation of SEA Gas's HSE strategy and resulting tactical plans</li> <li>▪ Provide advice and recommendations, for executive approval as appropriate, on HSE strategy and plans.</li> <li>▪ Promote a constructive HSE culture, consistently showing HSE leadership by example at all SEA Gas work sites.</li> <li>▪ Lead the development, delivery and continuous improvement of all HSE management systems, business processes and supporting tools to assure effective and efficient delivery of HSE services.</li> <li>▪ Working at all levels of the organisation, develop HSE employee capabilities and behaviours to meet current and future business needs.</li> <li>▪ Find innovative ways to instil and drive HSE performance with staff and contractors, and in particular, truly embed HSE expectations and outcomes across the business.</li> <li>▪ Be well-connected within and outside of the industry to ensure that SEA Gas is positioned to leverage wider industry learnings and practices as appropriate.</li> <li>▪ Actively contribute to HSE initiatives with other companies and industry bodies</li> </ul> <p><b>Operational Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Provide leadership in the design, implementation, communication and coordination of all health, safety and environmental related programs for SEA Gas.</li> <li>▪ Ensure conformance and compliance with all HSE legislative requirements, policies, procedures and certifications</li> <li>▪ Actively contribute to Operations Leadership Team initiatives.</li> <li>▪ Develop the necessary operational plans, audit schedules, policies, procedures and performance management frameworks to govern HSE across SEA Gas, consistent with HSE strategy.</li> <li>▪ Lead all HSE operations including compliance programs, audit programs, incident investigations and return-to-work services.</li> <li>▪ Accountable to ensure that SEA Gas will acquire parity with relevant external HSE management standards, as agreed with executive management.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oversee the investigation and reporting of HSE accidents, incidents and non-conformances; ensure the timely completion of all agreed response plans and effective communication with affected stakeholders, including external agencies as appropriate.</li> <li>▪ Oversee the delivery of effective and fit-for-purpose HSE training programs, including training needs analysis, endorsement of relevant training content and appropriate verification of training delivery and maintenance of training records.</li> <li>▪ Develop, monitor, analyse and report relevant HSE performance metrics, with value-adding commentary and insight, to demonstrate the extent of success in meeting organisational performance and/or improvement targets.</li> <li>▪ Notify relevant Executive Managers of any significant accidents, incidents and non-compliance issues, as they arise within expected timeframes.</li> <li>▪ Ensure all corporate requirements and business processes such as performance management, budget development and corporate reporting are completed to expected standards.</li> </ul> <p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>▪ Develop networks and collaborate across internal and external organisational boundaries to build strategic relationships that support the achievement of business objectives.</li> <li>▪ Develop and implement effective communication and engagement strategies.</li> <li>▪ Create an open, positive environment to stimulate open discussion and encourage debate and new ideas; make it safe for people to have their say.</li> <li>▪ Carry out the duties of the role in a professional and ethical manner and in accordance with SEA Gas's Aspirations and Code of Conduct</li> <li>▪ Perform other duties, commensurate with skills and classification level, as required from time to time.</li> </ul>
<p><b>KEY WORKING RELATIONSHIPS</b></p> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>▪ Chief Executive Officer</li> <li>▪ SEA Gas Executive Management Team</li> <li>▪ Asset Management team</li> <li>▪ Operations team</li> <li>▪ Finance Team</li> <li>▪ Business Development team</li> <li>▪ Administrative Staff</li> <li>▪ HSE Committee members</li> </ul>	<p><b>External</b></p> <ul style="list-style-type: none"> <li>▪ Major maintenance service provider(s)</li> <li>▪ Government and industry forums</li> <li>▪ Vendors</li> </ul>
<p><b>OPERATIONAL AND STAY IN BUSINESS CAPITAL EXPENDITURE BUDGET: \$100k</b></p>	<p><b>CAPITAL EMPLOYED: Nil</b></p>

FUNCTIONAL ACCOUNTABILITIES	
1. STRATEGIC	<ul style="list-style-type: none"> <li>Develop and shape effective HSE strategies and activity plans to support the business.</li> <li>Provide accurate information on which informed business decisions may be made.</li> </ul>
2. FINANCIAL	<ul style="list-style-type: none"> <li>Ensure expenditure under control is optimised to contribute to maximisation of business profit.</li> <li>Play an active role in developing and monitoring the HSE budget.</li> </ul>
3. PEOPLE	<ul style="list-style-type: none"> <li>Engage and develop strong working relationships with colleagues.</li> <li>Support the management team.</li> <li>Role model SEA Gas behaviours, including culture aspirations.</li> <li>Represent SEA Gas in good light with external contacts.</li> </ul>
4. CUSTOMER	<ul style="list-style-type: none"> <li>Develop proactive partnerships with internal and external customers.</li> </ul>
5. STAKEHOLDER MANAGEMENT	<ul style="list-style-type: none"> <li>Manage organisation's HSE issues and concerns proactively.</li> <li>Maintain the good reputation of SEA Gas.</li> <li>Develop strong intra-business relationships and understanding to facilitate effective internal partnering.</li> <li>Contribute to high levels of customer satisfaction.</li> </ul>
6. SYSTEMS / PROCESSES	<ul style="list-style-type: none"> <li>Comply with and oversee the delivery of the required business outcomes.</li> <li>Oversee SEA Gas' incident and hazard database information integrity.</li> <li>Ensure compliance obligations understood, managed and reported.</li> </ul>
7. HEALTH, SAFETY & ENVIRONMENT (HS&E)	<ul style="list-style-type: none"> <li>Comply with all HS&amp;E policies, procedures and practices as articulated in the SEA Gas HSE system.</li> <li>Actively promote and lead the safety effort through personal involvement.</li> <li>Comply with section and organisational HS&amp;E reporting.</li> <li>Contribute to HS&amp;E initiatives and processes within management team and contribute to business implementation.</li> </ul>

PERSON SPECIFICATIONS	
TECHNICAL / PROFESSIONAL EXPERTISE Requisite Skills and Experience	Requisite Experience & Qualifications (Essential & Preferred)
<p><b>Strategic</b></p> <ul style="list-style-type: none"> <li>Strong HSE knowledge</li> <li>High level decision quality</li> </ul> <p><b>Health, Safety &amp; Environment</b></p> <ul style="list-style-type: none"> <li>Managing the HSE vision and purpose</li> <li>Results oriented</li> <li>Change driver – ability to respond and adapt</li> <li>Safety and Risk Management</li> <li>Process Safety Management</li> <li>Strong decision making</li> <li>Organisational stakeholder management</li> <li>Budget management – cost focus</li> <li>Team player</li> <li>Customer focus</li> <li>High level communications skills – written and verbal</li> </ul>	<ul style="list-style-type: none"> <li>Education &amp; Qualifications (Formal education): <ul style="list-style-type: none"> <li>Degree qualified in an appropriate discipline (essential),</li> <li>Ideally an Engineer with operations management experience and strong HSE values and practical HSE program management experience</li> </ul> </li> <li>Demonstrated experience in a similar operational business environment (essential).</li> <li>Gas / Pipeline Industry experience (preferred).</li> </ul>

## CORE BEHAVIOURS

### 1. Commitment to Safety

- Observes & practises safe & environmentally acceptable work methods.
- Maintains awareness of changes to safety policies & procedures.
- Contributes positively to a safe and fair work environment.

### 2. Ethics & Values

- Encourages alignment and disapproves of unaligned behaviours.
- Makes ethically sound decisions.
- Is regarded as open and honest in all dealings.

### 3. Teamwork and Communication

- Communicates clearly, accurately and persuasively.
- Shares information openly with the team, listening to and inviting views of others.
- Cultivates productive working relationships across teams.
- Develops rapport and trust with colleagues and customers.

### 4. Customer Focus

- Identifies and understands customer needs (internal and external).
- Takes personal responsibility for delivering customer service standards.
- Strives for continuous improvement in service delivery.

### 5. Commercial Orientation

- Understands the commercial drivers of the business.
- Makes decisions based on/in consideration of commercial and financial impact.

### 6. Results Focus

- Strives to improve personal & business performance.
- Demonstrates commitment to company objectives.
- Uses initiative to problem solve and sees tasks through to completion.
- Follows through on commitments made, taking responsibility for own actions.

### 7. Adaptability

- Demonstrates a flexible approach to change.
- Generates, promotes and supports the implementation of new ideas/approaches.
- Adapts quickly and effectively to changing demands.

### 8. Living our Aspirations

- Demonstrates behaviour consistent with our cultural aspirations:
- Be creative, think beyond
- Be brave, speak up
- Be a team, deliver together
- Be mindful, we care



## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential telephone discussion, please call Andrew or Lucy Dinnison-Mitchell on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.