



Position Description

Job title: Health, Safety and Environmental Advisor
Reporting to: Risk & Compliance Manager
Location: Wellington (preferred)

As a safety critical business, NZOSL champions excellence in health, safety and environmental activities. The HSE Advisor provides guidance and oversight to ensure HSE activities are effective and supports the drive of continuous improvement.

NZOSL’s HSSE framework includes:

- Safety Management System
- Major Hazard Facility Safety Cases and Major Accident Prevention Policies
- Control of Work
- Personal and process safety management
- Incident Management
- Audit, assurance and corrective action tracking
- Accredited Contractor Programme

The HSE Advisor is a member of the Risk and Compliance Team, providing technical support to the business, best-practice HSE advice, quality assurance, and training.

Key result areas and accountabilities

Service Delivery

- Provides HSE expertise and advice across the business.
- Works closely with managers and workers to build awareness and the standards required in Risk and Compliance management
- Identify and supports HSE initiatives and process improvements.
- Provides and shares information on HSE trends, industry good practice and lessons learned.
- Promotes Operations Excellence and facilitates worker engagement in HSE and process safety.
- Responsible for the development of “lessons learnt” to be used as a training tool across NZOSL
- Participate in the evaluation and monitoring of HSE assurance through onsite inspections and audits. Being responsible for tracking progress on agreed actions and follow up to ensure actions are closed out in a timely manner.
- Undertake Occupational hygiene assessments and Hazardous Substances monitoring, evaluation and reporting.
- Co-ordinate and assist in the delivery of HSE inhouse training and workshops.

Systems and processes

- Contributes to the review and updating of HSE programmes to ensure content remain current and fit for purpose.
- Coordination of working groups on personal and process safety initiatives.
- Subject matter expert on NZOSL’s Accredited Contractor Programme, working with site managers, project managers and service providers.
- Maintain up-to-date records and documents to ensure regulatory requirements are met.
- HSE Observation and Conversation Programme

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Analysis and Reporting

Contributes to the analysis and the preparation of reports on:

- Key Performance Indicators (KPI) reporting, analysis and commentary.
- HSE environmental monitoring analysis and reporting
- Regulatory notification and reporting for internal and external stakeholders.
- NZOSL's Accredited Contractor Programme
- Incident reporting, recording and investigation, including lessons learned and corrective actions.
- HSE performance reporting.

Relationship Management

- Provide guidance and support to site teams on HSE initiatives.
- Develop effective relationships across the business and external parties, championing HSE, compliance and risk management.
- Represent NZOSL interests in dealings with stakeholders and regulatory authorities, as required

Person Profile:

- National Certificate in Occupational Health & Safety, or equivalent experience
- Two years' experience as a HSE practitioner in safety or compliance management
- Sound understanding of health, safety and environmental regulation
- Analytical, with well-developed report writing and communication skills
- Ability to build rapport and maintain effective working relationships
- The ability to educate and coach people in workplace safety
- Database systems experience

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