

## RECRUITING FORM/JOB DESCRIPTION

<b>Job Title:</b>	<b>Health, Safety, Environment and Quality Officer</b>
<b>Reports To:</b>	Plant Manager, Jeffreys Bay Wind Farm, with a dotted reporting line to the Health, Safety, Environment and Quality Manager
<b>Location:</b>	Jeffreys Bay, South Africa
<b>Budgeted position?</b>	Yes
<b>Employment Type:</b>	Fixed-term, 2-year contract

### Organisational Context & Purpose of Role

Globeleq is an experienced international power plant owner and operator. In South Africa, Globeleq owns and operates three renewable energy (RE) power plants: a 138 MW wind farm in Jeffreys Bay and two 50MW solar photovoltaic plants in Kimberley and De Aar.

The Health, Safety, Environment and Quality Officer (HSE&Q Officer) ensures compliance of Globeleq's three South African power plants with the Environmental Management System. He/she is also responsible for compliance of the Jeffreys Bay Wind Farm (JBWF) with the Occupational Health & Safety Management System. Finally, the HSE&Q Officer implements, maintains and continuously improves the Quality Assurance Program of the JBWF and ensures compliance with this.

### Key Responsibilities

#### Environmental Management

1. Implement systems, procedures and methodologies to enhance environmental performance, including air quality, water management, waste management, legal compliance, biodiversity, reporting and ISO 14001 compliance.
2. Interpret and monitor current and future legislation, national and international initiatives and trends, determine the relevance for Globeleq and ensure compliance.
3. Develop and implement relevant policies and procedures to assure compliance with current legislation, standards and Globeleq standards.
4. Develop and implement action plans and methodologies which will assure the optimum environmental management, minimizing legal and financial liabilities.
5. Identify environmental high-risk areas requiring attention, develop appropriate action plans, audit programs, monitor progress, document deficiencies, non-conformances, findings and implement recommendations.
6. Monitor and assist with the ongoing implementation of the Bird and Bat monitoring program at the JBWF. Evaluate the impact reports and work with the consultants to create and implement sensible mitigation programs if required.
7. Ensure that environmental permits and licenses are in place and obligations are implemented.
8. Assist in developing appropriate environmental training and awareness initiatives and presenting such initiatives where appropriate.
9. Categorise incidents in accordance with the incident reporting system. Implement appropriate corrective measures using the correct investigation and reporting procedures. Conduct trend analysis on environmental incidents, including making recommendations to management regarding preventative measures.

### **Occupational Health and Safety**

1. Implement and monitor all OHS management systems on site, including, but not limited to OHS guidelines, objectives and practices.
2. Schedule and execute audits on site to identify areas of improvement and implement measures as required.
3. Carry out risk assessments on a continuous basis on site.
4. Provide OHS training, awareness and induction on site to staff, contractors and other relevant parties.
5. Engage with staff, contractors and other relevant parties with respect to OHS matters related to the site.
6. Maintain and analyse OHS statistical records, such as incidents, accidents, near-misses and working hours on site.
7. Compile monthly site OHS reports.
8. Have first line responsibility for incident investigations, including but not limited to investigating, making initial recommendations and putting measures in place to prevent reoccurrence.
9. Assist Plant Manager to implement accident-prevention activities on site.
10. Implement emergency and crisis management plans on site.
11. Act as emergency coordinator on site.
12. Other duties as assigned by the Plant Manager / HSE&Q Manager.

### **Quality Management**

1. Administer and maintain non-conformance and suggestion systems, including Corrective and Preventative Action Requests (CPAR), Non-conformance Report (NCR) and Field Performance Report (FPR) systems.
2. Ensure quality requirements are met by both internal and external audit, review of inspection reports and analysis of non-conformance reporting.
3. Monitor vendor/contractor performance and ensure only appropriate vendors/contractors are utilised.
4. Ensure quality plans are produced when required and meet requirements.
5. Ensure internal quality standards are maintained and monitored.
6. Other QM-related duties as assigned by the Plant Manager / HSE&Q Manager.

### **Skills & Competencies**

1. In-depth knowledge of HSE legislation, with the focus on Environmental legislation and practices (NEMA, EIAs, EMP, Waste Management, ISO 14001 Implementation, etc.).
2. Up-to-date knowledge of relevant OHS legislation (OHS Act and Regulations, COIDA, etc.), OHSAS 18001 Implementation and plant safety procedures.
3. High levels of organisational commitment and responsiveness; able and willing to align his/her own behaviour and actions with the values and goals of the organisation.
4. Highly effective verbal communication skills, including influencing without depending on positional authority.
5. Very good written communication skills; clear and concise expression of ideas or information.
6. Good inter-personal skills; able to work effectively with internal and external stakeholders, to accomplish organisational goals and identify and resolve problems.
7. Well-organised, with a high level of attention to detail.

**Experience & Qualifications**

1. Minimum 3-year Diploma or Bachelor's Degree in Natural Sciences or equivalent NQF level
2. Minimum 4 years' relevant experience (can include training program for graduates)
3. Demonstrated knowledge of and experience with HSE management systems in an industrial setting
4. Up-to-date and demonstrated knowledge of relevant HSE legislation
5. Experience in working with quality management systems
6. A valid driver's license is required.

**Location**

Jeffreys Bay, with occasional travel between the plants and occasional travel to Cape Town.

**Application process**

CVs and cover letters, together with driver's license and current salary details, to be emailed to the [jobs@globeleq.co.za](mailto:jobs@globeleq.co.za) by **Monday 4 September 2017**.