



GLOBELEQ

RECRUITING FORM/JOB DESCRIPTION

Job Title:	Health, Safety and Environment and Quality Officer (HSE&Q Officer)
Department:	Globeleq South Africa Management Services (GSAMS)
Reports To:	Plant Manager (dotted reporting line to HSE&Q Manager)
Location:	Kimberley, South Africa
Budgeted position?	Yes
Employment type	Permanent

Main Purpose of Role

The HSE&Q Officer acts as the first point of contact for all HSE&Q-related matters for the Droogfontein Solar Power plant. The primary function of the Health, Safety and Environment and Quality Officer (HSE&Q Officer) is to implement policies, procedures and guidelines on the solar PV plants, in order to achieve and maintain a safe and healthy working environment. The secondary function of the HSE&Q Officer is to maintain and implement the Quality Assurance program of the plant.

Key Responsibilities

HSE

1. Implement and monitor all HSE management systems on site, including, but not limited to HSE 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 HSE 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 HSE matters related to the site.
6. Keep HSE statistical records, such as incidents, accidents, near-misses and working hours on site.
7. Keep HSE registers up to date, including renewals of permits, licenses, etc.
8. Compile monthly site HSE reports
9. Have first line responsibility for incident investigations, including but not limited to investigating, making initial recommendations and putting measures in place to prevent reoccurrence.
10. Assist Plant Manager to implement accident-prevention and environmental impact activities on site.
11. Implement emergency and crisis management plans on site.
12. Act as Emergency coordinator on site.
13. Implement Environmental Management Plans of the site
14. Monitor environmental footprint on site
15. Other duties as assigned by the Plant Manager / HSE&Q Manager

Quality Management

16. Implement non-conformance and suggestion systems on site, including Corrective and Preventative Action Requests (CPAR), Non-conformance Report (NCR) and Field Performance Report (FPR) systems
17. Ensure quality requirements are met by site audits, review of inspection reports and analysis of non-conformance reporting
18. Monitor vendor/contractor performance and make recommendations on

vendors/contractors

19. Ensure quality plans are implemented on site
20. Ensure internal quality standards are maintained and monitored.
21. Other QM-related duties as assigned by the HSE&Q Manager

Skills & Competencies

1. Up-to-date knowledge of relevant HSE legislation (OHS Act and Regulations, NEMA, COIDA, etc.), environmental regulations and plant safety procedures
2. High levels of organisational commitment and responsiveness; able and willing to align his/her own behaviour and actions with the needs, priorities and goals of the organisation
3. Highly effective verbal communication skills, including influencing without depending on positional authority
4. Very good written communication skills; clear expression of ideas or information
5. Good inter-personal skills; able to work effectively with internal and external stakeholders, to accomplish organisational goals and identify and resolve problems

Experience & Qualifications

1. Minimum 1 year's OHS or equivalent (ideally, NEBOSH certification)
2. Certified risk assessor
3. Electrical safety certification (ideally, or willing/able to work towards)
4. Minimum 3 years' relevant experience in industrial plant or similar
5. Demonstrated knowledge of and experience with HSE management systems in an industrial setting
6. Demonstrated knowledge of environmental requirements and practices, would be an advantage
7. Experience in working with quality management systems

Location

Kimberley, with occasional travel to other GSAMS plants and the Cape Town office.