

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Environmental Officer</b>
<b>Company:</b>	Globeleq South Africa Management Services (GSAMS)
<b>Reports To:</b>	Asset Director, Blue Crane Cluster, with a dotted reporting line to the Health, Safety, Environment and Quality Manager
<b>Location:</b>	Jeffreys Bay, South Africa (with occasional travel between Globeleq assets and occasional travel to Cape Town)
<b>Employment Type:</b>	Permanent

### Organisational Context & Purpose of Role

Globeleq is an experienced international power plant owner and operator. In South Africa, Globeleq owns and operates a number of renewable energy (RE) power plants across the country, in both wind and solar power.

The Environmental Officer ensures compliance of GSAMS' 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 Environmental Officer implements, maintains and continuously improves the Quality Assurance Program of the JBWF and ensures compliance with this.

### Key Responsibilities

#### Environmental Management across GSAMS

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 manage ongoing implementation of Globeleq Bird and Bat monitoring programs. Analyse data, generate impact reports and work with 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. Develop appropriate environmental training and awareness initiatives and present 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.
10. Ensure Aspect & Impact registers for GSAMS and affiliated sites are in place.

### **Occupational Health, Safety and Quality at the Jeffreys Bay Wind Farm**

1. Implement and monitor all OHS management systems on site, including, but not limited to OHS guidelines, objectives and practices.
2. Assist with execution of audits on site to identify areas of improvement and assist with implementation of measures as required.
3. Provide OHS training, awareness and induction on site to staff, contractors and other relevant parties.
4. Engage with staff, contractors and other relevant parties with respect to OHS matters related to the site.
5. Maintain and analyse OHS statistical records, such as incidents, accidents, near-misses and working hours on site.
6. Assist with implementation of emergency and crisis management plans on site.
7. Assist with administering and maintaining non-conformance and suggestion systems, including Corrective and Preventative Action Requests (CPAR), Non-conformance Report (NCR).

### **Skills and Competencies**

1. In-depth knowledge of 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/ISO45001 Implementation and plant safety procedures.
3. Excellent knowledge of environmental frameworks and very good system implementation skills.
4. High levels of organisational commitment and responsiveness; able and willing to align own behaviour and actions with the values and goals of the organisation.
5. Highly effective verbal communication skills, including influencing without depending on positional authority.
6. Very good written communication skills; clear and concise expression of ideas or information.
7. Good inter-personal skills; able to work effectively with internal and external stakeholders, to accomplish organisational goals and identify and resolve problems.
8. Well-organised, with a high level of attention to detail.

### **Experience, Knowledge and Qualifications**

1. Minimum BTech or Bachelor's Degree in Natural Sciences or equivalent NQF level
2. Minimum 4 years' relevant experience, preferably with exposure to the renewable energy sector
3. Demonstrated knowledge of, and experience with, the implementation of environmental management systems
4. Up-to-date and demonstrated knowledge of relevant HSE legislation
5. Experience in working with and implementation of quality management systems
6. A valid driver's license is required.

<b>Prepared By</b>	Sammy Vaughan, Pieter Oosthuizen & Tasneem Barendse	<b>Date</b>	16 November 2018
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<b>Application process</b>	CVs and cover letters, together with driver's license and current salary details, to be emailed to the <a href="mailto:jobs@globeleg.co.za">jobs@globeleg.co.za</a> by <b>Monday 3<sup>rd</sup> December 2018</b> .
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