# POSITION DESCRIPTION

**POSITION TITLE:** NATIONAL HSE COORDINATOR  
**TENURE:** Full Time  
**LOCATION:** Mile End  
**REPORTING MANAGER:** National HSE Manager  
**LEADERSHIP PROVIDED TO:**

## 1. POSITION SUMMARY

The National Health Safety and Environment (HSE) Coordinator is responsible for assisting the National HSE Manager with the development, roll out and maintenance of the organisation’s HSE management system, plans and specific programs including assisting to ensure compliance with new harmonised safety laws.

The National HSE Coordinator may also be responsible for assisting with the ongoing and day-to-day provision of HSE support, advice, training, reporting functions and systems maintenance for Fielders sites nationally.

Tasks relating to the role will be undertaken through active involvement with management and the workforce to ensure the highest levels of communication, support and advice are provided.

## 2. KEY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>2.1</th>
<th>HSE System Coordination</th>
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<tbody>
<tr>
<td>2.2</td>
<td>HSE System Communication and Advice</td>
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<tr>
<td>2.3</td>
<td>Reporting, Investigation, Assessment and Audit</td>
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<td>2.4</td>
<td>HSE Administrative Support</td>
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<td>2.5</td>
<td>Training</td>
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<tr>
<td>2.6</td>
<td>Adherence to Internal Policies/Practices</td>
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<tr>
<td>2.7</td>
<td>Other duties as required</td>
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## 3. SPECIFIC TASKS

### 3.1 HSE System Coordination

- Assist in the development, maintenance and implementation of HSE initiatives and programs consistent with Fielders HSE plans, legislative requirements and best practice.
- Assist in the development of solutions and implementation of strategies to address identified key risk areas.
- Support and actively participate in various projects as a member of the National HSE team.
3.2 HSE System Communication and Advice

- Develop and distribute monthly HSE reports, presentations and HSE topic that provide employees with workplace injury statistics, new initiatives and system changes.
- Actively participate in formal and informal communication to increase and enhance the understanding and awareness of HSE issues.
- Keep abreast of legislative changes and best practice methods.
- Advise management of any system and legislative changes to ensure tasks are undertaken safely and comply with internal and external requirements.
- Provide accurate and timely advice to managers on prevailing HSE issues.
- Direct communications between injured employees, their management and medical providers to ensure that all parties are aware of rights, responsibilities and recovery plans.
- Participate in relevant industry bodies, internal HSE forums etc. to maintain a level of contemporary knowledge and best practice approaches.
- Continually review work practices and recommend ways in which processes and systems can be improved.

3.3 Reporting, Investigation, Assessment and Audit

- Prepare Monthly HSE reports and maintain data for Fielders' national sites.
- Promote and facilitate the completion of monthly HSE scheduled activities.
- Maintenance of HSE Plans and HSE corrective actions.
- Conduct regular workplace inspections and audits across varying locations across various sites.
- Undertake risk assessments of new or changed plant, chemicals, facilities etc.
- Lead and facilitate investigations with site management to ensure the root causes and corrective actions are identified.

3.4 HSE Administrative Support

- Maintain the Company Intranet and computer-based incident data.
- Develop memos, letters and alike to communicate and reinforce specific HSE issues with key stakeholders (Management, HSE Representatives and the general workforce).
- Develop and review system documentation as prescribed through schedules or plans, or as required.
- Compile HSE reports to convey information on the HSE performance of the business.

3.5 Training

- Develop, coordinate and deliver HSE training programs to the workforce and management.
- Organise support materials, participants, catering and venues for HSE training programs.
- Coordinate maintenance of HSE training records and attendees ensuring that information is filed and matrices are accurate.
- Develop and coordinate plans for HSE related training.

3.6 Adherence to Internal Policies / Practices

- Communicate with all other employees with respect and integrity.
- Contribute to the provision of a safe working environment by modelling and complying with appropriate safety instructions and behaviours.
• Observe and visibly demonstrate Occupational Health and Safety requirements and practices.
• Contributes to a safe working environment by adhering to health and safety practices at work.
• Comply with all reasonable instruction from management and use safety equipment where provided.
• Adheres to company policy with respect to human resource practices.
• Adheres to company policy with respect to document security and privacy responsibilities outlined by Hills Holdings.
• **Understands and acts within the Fielders terms and conditions.**

4. SUMMARY OF KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

4.1 Skills and Competencies
- Formal qualifications in OH&S or associated fields (or well progressed).
- Sound understanding of HSE legislative requirements.
- Formal Training & Assessment qualifications desirable.
- Proficient at using and generating documents with MS Word, Excel and powerpoint.
- Broad knowledge and experience in risk assessments and audit processes.
- A team builder with good communication skills and a capacity to engage audiences across all levels.
- Capability to manage conflict and change effectively.
- Good analytical and reasoning capabilities.
- Consultative orientation and efficient time management skills.
- Ability to act with discretion and treat confidential information appropriately.
- The ability to influence people at all levels to improve HSE outcomes and organisational culture.
- Customer service orientation and efficient time management skills.
- Able to prioritise and handle several different tasks at the same time.
- Excellent oral and written communication skills.
### 4.2 Leadership Competencies / Behaviours

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<tr>
<th>COMPETENCIES</th>
<th>REQUIRED BEHAVIOURS</th>
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</table>
| Accountability/Responsibility    | • Accepts responsibility for their part of the business  
• Confident in making decisions within his/her area of responsibility  
• Delegates responsibilities while still accepting accountability for their success or failure  
• Delivers on promises made  
• Committed to the achievement of business objectives  
• Models and encourages a culture of accountability within their team |
| Conflict Resolution              | • Keeps arguments / disputes issue-oriented  
• Identifies issues and concerns of both parties  
• Demonstrates a clear willingness to find a win-win solution  
• If necessary, identifies compromise positions that meet the interests of all parties |
| Creates Effective Working Relations | • Establishes and maintains positive and beneficial relationships with key external and internal customers  
• Identifies and manages causes of conflict at an early stage to reach mutually beneficial solutions and positive outcomes.  
• Works cooperatively with others – provides encouragement and support |
| Decision Making                  | • Identifies problems, issues and opportunities  
• Identifies / generates possible options  
• Evaluates options against established criteria  
• Considers all pertinent facts. Checks assumptions against facts when making decisions  
• Makes decisions after developing and evaluating options and commits to the appropriate decision |
| Effective Communication           | • Achieves impact through the use of convincing expression  
• Tailors communication style to the level of the audience  
• Chooses the most effective and appropriate means of communication  
• Listens actively and checks for understanding  
• Shows strong written communication skills |
| Honesty and Integrity            | • Is honest and open with others  
• Displays respect for others  
• Maintains confidentiality as appropriate  
• Holds self accountable for actions  
• Follows through on commitments and undertakings  
• Puts the organisations needs before personal gain |
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<thead>
<tr>
<th>COMPETENCY</th>
<th>REQUIRED BEHAVIOURS</th>
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<tbody>
<tr>
<td>Planning &amp; Organising</td>
<td>• Estimates times and schedules activities</td>
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<td>• Identifies and allocates resources</td>
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<td>• Establishes a system for monitoring progress and keeping on track</td>
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<td>• When appropriate, adjusts priorities and/or eliminates tasks based on conditions or needs</td>
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<td>• Is quick to action a plan to correct problems</td>
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<td>OH&amp;S – Commitment to Safety and Environment</td>
<td>• Committed to the philosophies of workplace health and safety</td>
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<td>• Identifies relevant issues and hazards in own work area</td>
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<td>• Keeps up-to-date on company OHS policies and procedures and follows these</td>
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<td>• Takes action as appropriate to his/her level of responsibility</td>
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<td>• Reports on hazards and/or accidents and incidents</td>
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5. POSITION DESCRIPTION APPROVAL & ACCEPTANCE

<table>
<thead>
<tr>
<th>Manager Approval</th>
<th>Employee Acceptance</th>
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</thead>
<tbody>
<tr>
<td>Manager Name &amp; Position Title: (Print)</td>
<td>Employee Name: (Print)</td>
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<tr>
<td>Manager Signature Approval :</td>
<td>Employee Signature Acceptance :</td>
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<td>Date……/……/……</td>
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Note
This position description is intended to be only a general outline of job activities; an employee is expected to perform these and any other activities which may be assigned or which may occur in the course of the work. This position description is not a contract or a guarantee of employment.

The purpose of a position description is to provide a job summary that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, Fielders documents such as letters of appointment, lists of duties, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the job is to be performed.