

Position Vacant – HSE Systems Coordinator

- Part of the Operations and Environment Team
- Located at Port Botany

The role of HSE Systems Coordinator supports activities to ensure the design, implementation, utilisation and ongoing review and maintenance of integrated Health, Safety and Environment (HSE) systems and processes for NSW Ports and provide internal and external stakeholders practical safety support.

Key accountabilities for the role will include:

- Develop, implement and maintain an integrated HSE Management System.
- Develop, implement and review HSE policies & procedures.
- Coordinate the use and administration of HSE management software, forms and registers.
- Coordinate audits and reviews of the HSE Management System.
- Collate and analyse data for HSE reporting & KPI management.
- Review safety management plans for NSW Ports and contractors and conduct audits of compliance.
- Review tenant compliance with lease HSE requirements and identify issues to be addressed.
- Coordinate and maintain HSE induction and training programs for staff and contractors,
- Maintain emergency response plans and capabilities through training, exercises and reviews
- Coordinate “end to end” safety committee meetings for internal and external stakeholders, including the drafting of meeting agendas and minutes.

What experience and qualification you will have to be successful:

- Knowledge of safety legislation and compliance requirements.
- Minimum of Cert IV in Work, Health and Safety or equivalent essential.
- Previous experience in the freight, logistics or ports industries desirable but not essential.
- Previous experience in developing, implementing and maintaining an integrated HSE management system.
- Previous experience in the use and administration of HSE management software to support organisational objectives.
- Excellent writing and reporting skills.
- Experience in building capability of employees through delivery of HSE compliance and operational training.

What additional qualities you will have:

The successful candidate will have experience in stakeholder and client management; strong interpersonal, negotiation, communication and project management skills; and highly developed writing and verbal communication skills. You will have the ability to commute between NSW Ports sites as required.

You will also demonstrate qualities and behaviours that match the NSW Ports Corporate Values being:

- Care
- Passion
- Accountability
- Collaboration
- Integrity

For more information or to submit your application, please contact HR Business partner Hannah Wright on Hannah.wright@nswports.com.au . Applications are welcome till Wednesday 15th March 2019.

For more information regarding the NSW Ports Recruitment Policy, click on the following link: [NSW Ports Recruitment Policy](#).