

JOB DESCRIPTION

I. THE POSITION	
Position	HSE Manager
Competency	Experienced
Function	Business Support
Department	Health, Safety and Environment
Position Summary	<p>The HSE Manager is a key member of the Dragon Leadership Team (LT) and Technical Leadership Team (TLT), responsible for the strategic and operational management of health, safety and environmental performance for the organisation.</p> <p>The role holder will effectively lead the HSE team to develop, implement and manage the organisations health, safety and environmental policies and procedures, and leading all activities associated with the safe and efficient running of the Dragon LNG terminal.</p> <p>The HSE Manager position is fundamental in safeguarding the health and safety of employees and protecting the environment, contributing to the well-being and sustainability of the organisation.</p>
Organisational Structure	<ul style="list-style-type: none"> • The HSE Manager reports to the Managing Director. • The HSE Lead and HSE Officers (2) report directly to the HSE Manager.
Key Accountabilities	<ul style="list-style-type: none"> • Providing subject matter expert advice and support to the Dragon Team. • Driving improvements in HSE culture, systems and performance and informing the organisation on changes to applicable legislation, published guidance and best practice. • Development and implementation of HSE policies, procedures and processes including the Safety Management System in compliance with all health, safety and environment regulations. • Appointed environmental management representative for the organisation, responsible for developing, implementing and maintaining the Environmental Management System. • Management and reporting of HSE Personal, Process and Environmental Safety key performance indicators (KPIs). • Implementation and management of the incident (accident/near miss) reporting and investigation process, including the use of appropriate investigation and root cause analysis tools and techniques, ensuring actions are managed to closure. • Risk assessment and management, identifying hazards, assessing risk and implementing measures to mitigate. • Compliance with Natural Resources Wales (NRW) statutory reporting requirements, as stipulated in the 'Integrated Pollution Prevention and Control (IPPC) Permit and UK Emissions Trading Scheme (ETS) Permit. • Ensuring compliance with COMAH regulations, developing the COMAH Safety Report, review, revision and submission by deadline dates. • HSE focal point for local, regional and national Health, Safety and Environmental regulatory bodies • Represent Dragon on internal or external committees and corporate or shareholder HSE events. • Ensuring that the HSE audit and inspection of Dragon management systems are effective, supporting the Business Assurance Lead to develop the annual programme. • Management of an effective HSE Committee.

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	<ul style="list-style-type: none"> Part of the Crisis Management team as part of the organisations' emergency response management. Training and development for all employees to ensure organisational knowledge to comply with HSE standards. Undertake any other tasks the business requires commensurate with skills, qualifications and experience. 		
Change Authority	<ul style="list-style-type: none"> Develop and implement HSE management systems, processes and procedures. Core member of the LT with leadership responsibility for HSE across the organisation. Core member of the Technical LT providing technical leadership across the organisation. Contributes to functional reviews. Undertakes audits, incident investigations and review of working practices. Owner of Management of Change (MOC) process Stop work authority for any activity deemed unsafe. Improve HSE culture and management systems through application of change process and continuous improvement tools and techniques 		
Authority / Influences over Resources	<ul style="list-style-type: none"> Leadership responsibility for HSE team. Development of HSE budget, implementation, monitoring and control of budget. Management of people development and competence compliance. 		
Internal / External Interaction	<ul style="list-style-type: none"> Interaction with all DLNG internal departments including multi-disciplinary interaction with operations, engineering and maintenance teams as part of the TLT, sharing knowledge to ensure best practice. Interaction with all site business partners. Interaction with relevant local and national regulatory authorities. Interacts frequently with Shareholders' Group HSE functions. Extensive networking with other Haven terminals to ensure alignment in HSE procedures and policies. 		
Responsibility of All Employees	<ul style="list-style-type: none"> Compliance with Company policies and procedures. Role model Company values and behaviours. Undertake training and development as required for their role. Compliance with the Company Environmental Management System, ensuring implementation of environmental responsibilities commensurate to the individual role. 		
2. PERSON SPECIFICATION			
		Required	Desirable
Experience Needed	<ul style="list-style-type: none"> Significant experience of working in the Oil and Gas/ Petrochemical industry at a similar level of experience and seniority. Significant experience and knowledge in process safety. Experience of work at an upper tier COMAH site. Experience in managing an Environmental Management System. Experienced in risk assessment process, permit to work, root cause analysis and audit/inspection. Experience in leading a team in a busy and demanding environment 	 X X X X X	 X

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Knowledge, Skills, Attributes and Qualifications	<ul style="list-style-type: none"> • Education in Health and Safety to a degree level / NEBOSH Diploma or equivalent. • Extensive knowledge of UK health and safety regulations and their application to the oil and gas industry. • Engagement at a senior management level into UK regulatory bodies. • Engagement at a senior management level into Board of Directors and stakeholder management. • Knowledge of UK and international codes of practice in the LNG industry. • Excellent communication and interpersonal skills • Capable of effectively coaching and developing others. • Demonstrates strong leadership behaviours. • Demonstrates ability to maintain confidentiality and has high levels of personal integrity. • A 'can do' attitude to work with a positive approach to problem solving and issues management. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>
Special Features	<ul style="list-style-type: none"> • Dragon LNG terminal operates 24 hours per day, 365 days per year. The role holder will be expected on an ad hoc basis to amend their working pattern temporarily to attend site to support the team. • The role holder will be part of the on-call duty roster for Crisis Management and will work on a call out basis whilst on rota. • Occasional Travel within the UK and abroad may be required. 		

I have received, reviewed and fully understand the contents contained within the job description	
Employee Signature:	Date: