

JOB DESCRIPTION

I. THE POSITION	
Position	HSE Lead
Competency	Experienced
Function	Business Support
Division	HSE
Position Summary	The HSE Lead will provide visible leadership and technical expertise on health, safety, and environment (HSE). The role holder will advise the organisation on process safety management, provide HSE support to project activities, lead the implementation of the environmental management system, ensuring compliance with regulations and company policies, and provide HSE support across the organisation. The HSE Lead will play a key role in embedding a strong safety culture and ensuring compliance with regulatory and company requirements.
Organisational Structure	- The role reports to the HSE Manager. - There are currently no direct reports for this role.
Key Accountabilities	Process Safety - Identify, assess, and manage process safety risks. - Lead or participate in risk assessments, including HAZID, HAZOP, LOPA, SIL, RAMS, and cost-benefit analysis studies. - Investigate process safety incidents and significant equipment reliability or personal safety events, ensure lessons are captured and shared. - Lead the review and maintenance of the COMAH Safety Report, ensuring compliance with regulatory requirements. - Maintain the process safety roadmap, KPIs, and barrier health reporting. - Develop and implement policies, procedures, and systems for key risk controls (e.g., PSM, MOC, ATEX DSEAR, COSHH). - Provide assurance that operations are conducted within safe operating envelopes and that critical controls are effective. Projects - Act as HSE focal point for business projects, providing guidance from design through to execution and commissioning. - Develop, review and update safety plans for project works - Liaise with project stakeholders throughout all phases of project work. - Ensure HSE and process safety requirements are fully integrated into engineering deliverables and contractor management processes. - Support Management of Change (MoC) activities, ensuring risks are identified and mitigated. - Provide HSE oversight of site project activities to ensure safe working practice and compliance to process and procedures. Environmental Management - Maintain and develop the Environmental Management System (EMS) in line with ISO 14001 requirements. - Ensure compliance with environmental permits and statutory reporting, including PPC, EUETS, and emissions monitoring.

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	- Maintain and review the environmental aspects and impacts register, setting objectives and targets for improvement. - Provide assurance on compliance with air, water, and waste management requirements. Compliance Management - Ensure compliance with relevant legislation, company standards, codes, and best practices. - Lead the incident and learning system implementation, supporting the investigation of safety incidents and close out of mitigating actions. - Prepare and deliver clear and concise reports, presentations, and communications for different audiences (e.g. Board reports, incident investigations, toolbox talks, regulatory correspondence). - Conduct and support audits, inspections, and Competent Authority interventions, ensuring effective close-out of actions. - Monitor and update HSE legal registers, track changes in legislation and communicate requirements. - Review incident trends, reports, and risk assessments. Develop and implement improvement plans. - Support emergency response planning, drills, and exercises (COMAH). - Contribute to the ongoing review and improvement of the business management system. - Review third party risk assessments and method statements in accordance with Company procedures. HSE Leadership: - Deputise for the HSE Manager as an when required. - Advise the Leadership Team and across the organisation on HSE matters in a timely and accurate manner. - Provide training, mentoring, and coaching on HSE topics and support competency development across the organisation. - Support the development of skills and knowledge within the HSE team through coaching and mentoring. - Undertake any other tasks the business requires commensurate with skills, qualifications and experience.
Change Authority	Demonstrate visible leadership skills and accountability to: - Improve the effectiveness of HSE management. - Encourage every individual to look after their own health and safety and those around them to 'do the right job, the right way, every time'.
Authority / Influences over Resources	- Contribute to the development of the budget for the HSE department, optimising use of resources. - In conjunction with the HSE Manager, act as the Company 'competent person' on HSE issues.
Internal / External Interaction	- Liaise with all departments across the organisation. - Build effective working relationships with the Operations, Maintenance and Engineering functions. - Interact with Shareholders as required. - Develop relationships with HSE representatives from sites across the Haven, sharing HSE best practice and learnings. - Strong interaction and communication with site business partners, contractors and sub-contractors. - Communication with regulatory bodies including HSE and NRW.

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Responsibility of All Employees	• 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	• Significant HSE experience in a high hazard industry.	X	
	• Experience of working in the Oil and Gas or Petrochemical industry at a similar level.	X	
	• Experience of working on a COMAH upper tier site.		X
	• Experience in supporting projects through design, construction, and commissioning from a HSE focus.		X
	• Experience implementing Environmental Management Systems.	X	
Knowledge, Skills, Attributes and Qualifications	• Educated to a degree level in Health and Safety / NEBOSH Diploma or equivalent.	X	
	• Strong technical knowledge of process safety management and COMAH regulations	X	
	• Knowledge of UK and international codes of practice in the LNG industry.	X	
	• Good working knowledge of ISO 14001 and environmental compliance requirements.	X	
	• Competent in risk assessment and other risk identification, risk management techniques and root cause analysis.	X	
	• Trained and Competent in auditing and inspection.	X	
	• Ability to lead, influence, and engage stakeholders at all levels.	X	
	• Excellent communication skills, both written and verbal.	X	
	• Strong problem-solving and analytical skills, with a focus on practical solutions.	X	
	• Excellent organisational skills.	X	
	• Proficient user of IT including high level skills in Microsoft Office.	X	
	• Results orientated, with a commitment to quality and timely delivery.	X	

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Special Features	• Occasional Travel within the UK and to other shareholder or neighbouring sites may be required. • The role holder must be able to work flexibly when required to meet the needs of the organisation. • The role holder must have a good level of fitness and be able to work at height and potentially in confined spaces.
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I have received, reviewed and fully understand the contents contained within the job description	
Employee Signature:	Date: