

JOB DESCRIPTION

I. THE POSITION	
Position	HSE Field Officer (12 month fixed term contract)
Competency	Practitioner
Function	Business Support
Division	HSE
Position Summary	<p>The role holder will engage and influence across the Dragon LNG organisation in the field to promote our health, safety and environmental culture, being a champion of HSE best practice and supporting the company in compliance with HSE regulations and legislation.</p> <p>The role holder will provide a hands-on approach to support the resolution of HSE challenges and issues arising from work activities on site. They will be a point of contact for personal safety risk management and promote and support the implementation of the Dragon LNG integrated HSE and COMAH Major Accident Prevention policy.</p>
Organisational Structure	<p>This position:</p> <ul style="list-style-type: none"> • Reports to the HSE Manager. • Works within the HSE team.
Key Accountabilities	<ul style="list-style-type: none"> • Carry out risk assessments, inspections & audits as required. • Lead or support others in accident, incident and near miss investigations to ensure timely completion and to monitor corrective actions to ensure timely closure. • Undertake internal and external health and safety audits. Develop corrective actions in line with audit findings and support departmental managers to implement actions. • Produce statistical information / management reports as required. • Assist the HSE team to continuously improve the policies and procedures within the HSE and Environmental Management Systems through regular review and revision. • Support the DLNG team to ensure compliance with legislative requirements and statutory responsibilities and to maintain HSE legal registers • Actively influence and monitor safety initiatives across the organisation. • Actively participate in the Health and Safety Committee to engage, communicate and cooperate with the site workforce on matters relating to health, safety and the environment. • Support the delivery of safety awareness programmes as required. • Provide advice to the DLNG team on Health, Safety and Environmental issues. • Actively spend time on site to positively influence and champion the correct HSE behaviours of the Dragon team and to promote the learning organisation mindset. • Undertake any other tasks the business requires commensurate with skills, qualifications and experience.
Change Authority	<ul style="list-style-type: none"> • Makes contributions to improve the effectiveness of HSE on site. • Every individual has a duty to both them and those around them to ensure that safe behaviours and work practices are always adhered to. • Confidently lead in “stop work authority”.

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Authority / Influences over Resources	<ul style="list-style-type: none"> • Works closely with the Operations, Maintenance and Engineering teams. • Positively influence others to embrace the organisational safety culture. • Champion the company objectives and values. 		
Internal / External Interaction	<ul style="list-style-type: none"> • Internally interacts with all departments to ensure the safe operation of site. • Externally interacts as required with regulatory bodies, Business Partners (contractors) and visitors 		
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"> • Educated to Health and Safety NEBOSH certificate/diploma or equivalent. • Experience working in oil and gas or petrochemical industry. • Experience of working in a HSE environment or similar role. 	X X	X
Knowledge, Skills, Attributes and Qualifications	<ul style="list-style-type: none"> • Knowledge of UK health and safety regulations and their application to DLNG. • Knowledge of health, safety and environmental requirements associated with an upper tier COMAH installation. • Competent in risk assessment, risk identification and risk management techniques. • Knowledge of permit to work systems and life-saving rules. • Excellent communication and influencing skills. • Excellent organisational skills. • Computer literate with strong knowledge of Microsoft Office. • Ability to work as part of a team. 	X X X X X X	X
Special Features	<ul style="list-style-type: none"> • The post holder must have a good level of fitness and be able to work at height. 		

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