

## POSITION DESCRIPTION

THE POSITION	
<b>Position</b>	HSE Field Officer
<b>Competency Level</b>	Practitioner
<b>Function</b>	Business Support
<b>Division</b>	HSE
<b>Position Summary</b>	<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>
<b>Organisational Structure</b>	<p>This position:</p> <ul style="list-style-type: none"> <li>• Reports to the HSE Manager.</li> <li>• Works within the HSE team.</li> <li>• Works closely with the Operations and Maintenance teams.</li> </ul>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Carry out risk assessments, inspections &amp; audits as required.</li> <li>• Lead or support others in accident, incident and near miss investigations to ensure timely completion and to monitor corrective actions to ensure timely closure.</li> <li>• Undertake internal and external health and safety audits. Develop corrective actions in line with audit findings and support departmental managers to implement actions.</li> <li>• Produce statistical information / management reports as required.</li> <li>• Assist the HSE team to continuously improve the policies and procedures within the HSE and Environmental Management Systems through regular review and revision.</li> <li>• Support the DLNG team to ensure compliance with legislative requirements and statutory responsibilities and to maintain HSE legal registers</li> <li>• Actively influence and monitor safety initiatives across the organisation.</li> <li>• 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.</li> <li>• Support the delivery of safety awareness programmes as required.</li> <li>• Provide advice to the DLNG team on Health, Safety and Environmental issues.</li> <li>• 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.</li> <li>• Undertake tasks commensurate with own skills, qualifications and experience as directed by the HSE Manager.</li> </ul>

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<b>Change Authority</b>	<ul style="list-style-type: none"> <li>Makes contributions to improve the effectiveness of HSE on site.</li> <li>Every individual has a duty to both them and those around them to ensure that safe behaviours and work practices are always adhered to.</li> <li>Confidently lead in “stop work authority”.</li> </ul>
<b>Authority/ Influence over Resources</b>	<ul style="list-style-type: none"> <li>Positively influence others to embrace the organisational safety culture.</li> <li>Champion the company objectives and values.</li> </ul>
<b>Internal/ External Interaction</b>	<ul style="list-style-type: none"> <li>Internally interacts with all departments to ensure the safe operation of site.</li> <li>Externally interacts as required with regulatory bodies, Business Partners (contractors) and visitors</li> </ul>
<b>2. PERSON SPECIFICATION</b>	
<b>Experience Needed (Desired)</b>	<ul style="list-style-type: none"> <li>Educated to Health and Safety NEBOSH certificate/diploma or equivalent.</li> <li>Experience working in oil and gas or petrochemical industry.</li> <li>Experience of working in a HSE environment or similar role.</li> </ul>
<b>Knowledge, Skills , Attributes and Qualifications</b>	<ul style="list-style-type: none"> <li>Knowledge of UK health and safety regulations and their application to DLNG.</li> <li>Knowledge of health, safety and environmental requirements associated with an upper tier COMAH installation.</li> <li>Competent in risk assessment, risk identification and risk management techniques.</li> <li>Knowledge of permit to work systems and life-saving rules.</li> <li>Excellent communication and influencing skills.</li> <li>Excellent organisational skills.</li> <li>Computer literate with strong knowledge of Microsoft Office.</li> <li>Ability to work as part of a team.</li> </ul>
<b>Special Features</b>	<ul style="list-style-type: none"> <li>The post holder must have a good level of fitness and be able to work at height.</li> </ul>

**As a DLNG employee you are required to comply with all DLNG policies and procedures.**

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