

JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Environmental Health and Safety Coordinator	JOB GRADE	C2
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Safety Health Environment and Quality		
DATE REVIEWED	13 March 2018		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Responsible for ensuring proper administration, coordination of SHEQ functions; and compliance; enforcement of the environmental management systems, policies and plans. Conducts Environmental Impact Assessments (EIA) and site Environmental Management Plans (EMP) of the Automotive Supplier Park (ASP) and all other facilities managed by the company.			
POSITION IN THE ORGANISATION			
LINE MANAGER/ SUPERVISOR	Safety, Health and Environmental Quality Manager		
POSITION	Environmental Health and Safety Coordinator		
SUBORDINATE	None		
SUBORDINATE POSITIONS			
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>			
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2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Environmental Management System (EMS)</p> <ul style="list-style-type: none"> • implementing environmental management procedures and action plans; • regularly update environmental system records with all events and incidents; • Audit of pollution control, waste management and recycling, environmental health, and conservation initiatives; are complied with related protocols • support the implementation of environmental policies and practices; • Analyse and report on incident audits and inspections, analysing and reporting on incidents and evaluate environmental management systems of ASP and other facilities' tenants; • Maintain record of all incident reports and ensure recommendations are acted upon by all parties concerned. 	30%
<p>2. Monitoring and Compliance</p> <ul style="list-style-type: none"> • Ensure medical evaluation processes are conducted • Compliance with environmental legislation in line with implementation of process that enable compliance with environmental legislation by the company and tenants; • Regularly take samples of storm water and soil for laboratory testing of possible pollutants. • Carry out incident investigations to determine root cause and prepare and/or analyse incidents reports and recommend corrective measures. • Evaluate potential hazards and recommend controls. • Monitor the usage and disposal of oil and other chemicals hazardous to environment and people to prevent soil and storm water pollution and other environmental risks by ASP or tenants. • Evaluate and monitor the environmental risk management processes of the company and tenants 	30%
<p>3. EMS Implementation</p> <ul style="list-style-type: none"> • Create awareness of the EMS; • Support implementation • Conduct overall EMS responsibilities as delegated • Monitors EMS implementation and reports to line supervisor • Reports and Makes recommendations on areas for improvement 	30%
<p>4. Reporting</p> <ul style="list-style-type: none"> • Provide input to the risk register; 	10%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<ul style="list-style-type: none"> • Provide regular reports regarding the performance of the functional area in relation to the planned actions, • Report any concerns and incidents within areas of responsibility • Provide reports for tenants to line supervisor • Provide management with monthly and ad hoc report 	
TOTAL	100%

2. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • National Diploma or Degree in Environmental/Safety Management • BTech in Environmental, Health and Safety (desirable)
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Qualified Integrated Internal Environmental Auditor (ISO) • HIRA Certificate, Incident Investigation, OSH ACT Certificate • Registered Occupational (Industrial) Hygienist
EXPERIENCE	<ul style="list-style-type: none"> • 2-3 years in a similar environment <p>Desirable: Knowledge of National Environmental Management Act; Biodiversity Act; Waste Act; Protected Areas Act. Exposure to the ISO9001, ISO14001 and OHSAS18001 systems</p>

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3. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Environmental Management Act	Basic Computer	Tact
Administration Systems	Communication	Initiative
CRM	Problem solving	Time Management
Regulatory Environment	Report writing	Attention to detail
ISO 14001	Inter personal	Honesty
	Written communication skills	Ability to work under pressure
	Presentation Skills	Integrity
	Conflict Handling	Sense of Humour
		Resilience

4. OTHER SPECIAL REQUIREMENTS

- Valid Driver's License

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B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also, indicate how these problems or challenges will be resolved.

- Understanding the international EHS regulations of tenants

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- the internet, manuals, policies, procedures, internal and external resources

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- Micro – Weekly, Monthly, Quarterly

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- Short term

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Operational – 100%
- Tactical – 0%
- Strategic – 0%

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C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

- Operational

Referral to Line Manager for approval

- Refer all else

D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal – networking, presentations, facilitation of discussions, engagement with stakeholders, and the like
- Written – Plans, presentations, reporting, e-mail, project correspondence

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APPROVED BY LINE MANAGER

Signature: _____ Date: _____

CONFIRMED BY HR EXECUTIVE

Signature: _____ Date: _____

ACKNOWLEDGED BY INCUMBENT

Signature: _____ Date: _____