

## Position Description

### Port of Portland

### Safety, Health, Security & Environment Manager

May 2023

*This document is subject to review from time to time*

#### Section A

<b>Position:</b>	Safety Health Security & Environment (SHSE) Manager
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Location:</b>	Port of Portland
<b>Employer:</b>	Port of Portland Pty Ltd (POPL)

#### Section B

<b>Position Purpose</b>	This position will closely support the CEO in delivering the annual Safety and Wellbeing plan. The role is primarily focused on assisting the teams within POPL that have operational responsibilities. This is a team leader role that will provide practical and effective occupational health and safety (OHS) solutions for our business. This role will deal with non-marine security issues. This role works as part of the leadership team at POPL.
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<b>Nature and Scope</b>	Port of Portland is a port operating in south-west Victoria. The Port is owned by Palisade Ports Pty Ltd, an investment management by Palisade Investment Partners.
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The SHSE Manager reports directly to the CEO. The role involves liaison with the business and focusses on effective, practicable OHS risk management for those groups. There will be a substantial element of safety coaching and winning hearts and minds in this role.

<b>Limitation of Authority</b>	<p><b>Resource</b></p> <ul style="list-style-type: none"> <li>Safety Health &amp; Environment Trainee (1 FTE)</li> <li>As per Management Levels of Authority, October 2022 (subject to change without notice)</li> </ul> <p><b>Externally</b></p> <ul style="list-style-type: none"> <li>Stevedores</li> <li>Port Tenants</li> <li>Port Customers and Users</li> </ul>
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- Community
- Regulators such as WorkSafe and Environment Protection Authority (EPA), Biosecurity, CFA, Police, Ambulance, from time to time other safety authorities associated with ship and shore activity

**Organisational Dimensions:**

- Total Full Time Staff: 52
- Trade: 5.6m tonnes (FY22)
- Ship Numbers: 230 (FY22 actual)

## Section C

### Duties

Team management:

Whilst this is a standalone role the successful applicant will possess sound leadership attributes, coaching ability and interpersonal skills of a high standard.

Risk management in complex operational work environments:

POPL operates numerous facilities each requiring expertise in operational work environments for effective risk management.

Management system administration:

The management system includes critical documentation such as policies, procedures and frameworks that require regular review and revision as the organisation evolves and changes; this role will be involved in management system administration and development.

Safety Case development:

Certain facilities operated by POPL require Safety Case development and maintenance – this role will be responsible for the generation and ongoing use of these documents.

Technical documentation and document management:

Various technical documents complementing the management system require generation from time to time; all such documents must be produced to a high standard and effectively managed.

Involvement with the in-house safety program including meetings with staff:

The objective of the in-house safety program is the promotion of safety and wellbeing of POPL staff and this role will be part of the in-house safety committee of staff representatives.

Project management as required:

The Safety and Wellbeing Team is involved in the coordination and execution of projects including aspects of risk management (such as Safety Case development), contractor management and competency development; this role will assist in the development of project plans and also the administration of those plans.

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### Incident management:

It is important that incidents are managed efficiently and effectively; this role will ensure that actions arising from incident reports and investigations are completed in a timely fashion.

### Delivery of training as required:

This role requires highly developed training and presentation skills; the incumbent will be required to deliver effective, engaging training for a variety of OHS-related topics.

### **Overall Impact**

This position will have direct impact on:

- The safety and wellbeing culture of POPL, its contractors and operating sites
- The good reputation of POPL in the community

### **Organisational Chart**

Refer Appendix A

### **Decisions made by job holder**

This position will decide:

- operational safety and wellbeing strategies
- best deployment of team resources
- suitable project plans
- corrective actions
- responses to management and executive queries and requests

### **Decisions referred to manager**

- Requests by the POPL Board
- Legal issues generally
- Liaison with external authorities

### **Issues to be managed**

Problems solved by the job holder are typically in these areas:

- Practicable solutions for operational OHS risk management
- Compliance with relevant legislation
- Effective introduction of new documentation and procedures to the organisation
- Identification of novel and effective initiatives promoting health and safety in the workforce including contractor groups
- Currency of documentation, archiving and deletion
- Efficient project implementation (achievement 'on time in full')

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## Section D

### Key Accountabilities

#### Safety Leadership or Culture Leadership

- Support the CEO by identifying problems and taking responsibility for their resolution.
- Provide OHS leadership as an attendee or chair in committees and other meetings.
- Support employees and contractors in all aspects of OHS.
- Lead by example in the Safety and Wellbeing group.
- Actively promote Company A's desired behaviours underpinned by values.
- Model constructive leadership behaviours.
- Continuous focus on own development as a leader.

#### Service Delivery and Compliance

To ensure POPL meets its OHS legislative obligations the role will:

- Provide fundamental and advanced advice on OHS management matters when requested.
- Ensure compliance with Safety Policies and Procedures.
- Provide a high standard of general service, advice and support for operational workplace safety.

#### Stakeholder Management

To ensure POPL is represented appropriately with relevant internal and external stakeholders the role will:

- Take an active, leading role in relevant Safety and Wellbeing committees.
- Interact constructively with business partners including principal contractors.
- Develop close relationships with relevant stakeholders including peers, people managers, key suppliers, clients and government representatives.

#### Strategic Management and advice

- The person in this role will provide advice for the management of operational workplace safety with a view to continuous improvement of safety standards in the industry.

#### Business Reporting

To ensure the business receives accurate, timely and effective reporting, the role will:

- Ensure the accuracy of reports involving OHS metrics.
- Ensure a consistently high standard of evidence and reporting (e.g. incident investigations, meeting minutes, etc).

#### Community Liaison

The role will:

- Conduct effective communication with relevant community stakeholders when called upon to do so.
- Attend community events on behalf of POPL.

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## Section E

### Knowledge, Skills, Attributes and Experience

#### Skills and Knowledge

The appointee will closely assist the CEO at POPL and must have the capacity to manage safety issues. The appointee will also be able to advise the leadership team on strategic direction and progress of Health and Safety initiatives where required. Planning for achievement of both short term and long-term strategic objectives will be required.

- Professional experience including time in an Occupational Health and Safety role is required.
- Experience in working with diverse teams.
- Experience with computer and operating systems.
- Capacity to develop business knowledge and understanding.
- Demonstrated technical knowledge and good communication skills.

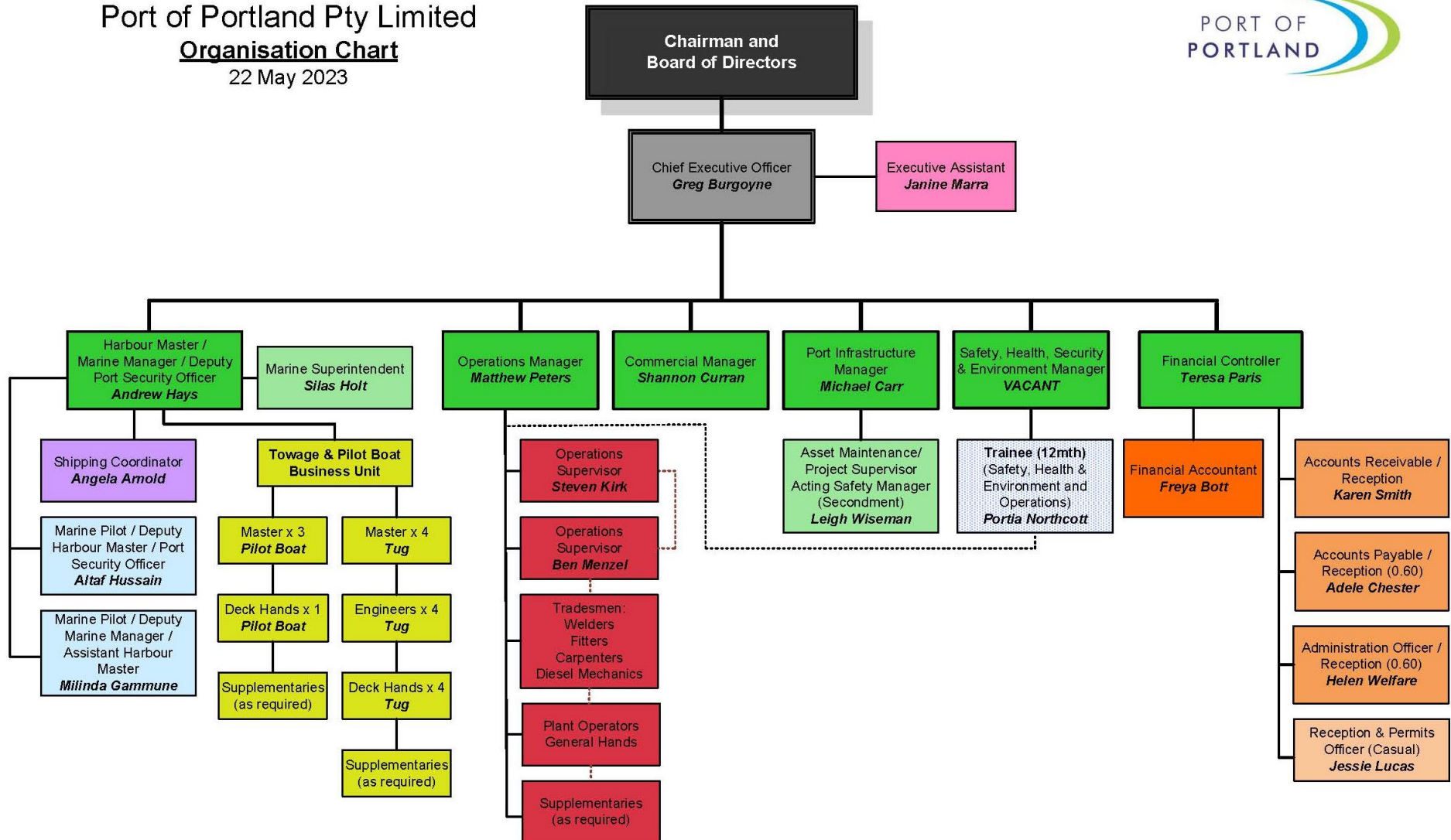
#### Key Attributes

- The ability to think creatively in problem-solving.
- The ability to relate to people at all levels.
- The ability to work collaboratively.
- Well-developed interpersonal and communication skills (oral and written).

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## Appendix A – Org Chart

### Port of Portland Pty Limited Organisation Chart 22 May 2023



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