



## ROLE PROFILE

PART A: GENERIC INFORMATION			
POSITION TITLE	Health and Safety Officer		
PROFILE NUMBER	TBC	DATE ADVERTISED	23 June 2020
COMPANY	BioTherm Energy Operations and Maintenance (Pty) Ltd		
DEPARTMENT	Environmental, Social & Governance (ESG)		
LOCATION / OFFICE	Excelsior Wind Energy Facility		
CLOSING DATE	<b>28 JUNE 2020</b>		

PART B: JOB DETAILS	
Purpose	
<p>Responsible for providing oversight management of health and safety aspects of wind energy facility to ensure that the facility is a healthy and safe place in which to work, and that the facility complies with all Health and Safety legislation, regulations and BioTherm's Operation and Maintenance Health and Safety commitments.</p> <p>Ensure safe working environment and the prevention of any injuries and accidents through the continuous improvement of the Health and Safety Management System.</p>	

Key Accountabilities	Key Activities
Health and Safety Culture	<ul style="list-style-type: none"> <li>• Drive behavioral change through advising and implementing continuous improvement programs and practices to encourage an exemplary H&amp;S culture;</li> <li>• Actively engage the entire workforce and other stakeholders in order to build a strong H&amp;S culture;</li> <li>• Create and maintain positive and proactive relations with O&amp;M team managers, supervisors and employees</li> <li>• Develop educational training, toolbox talks, etc. to build a continuous positive H&amp;S culture</li> </ul>

<p><b>HSE Management</b></p>	<ul style="list-style-type: none"> <li>• Implements, reviews and upgrades the ES MS and ensures that all O&amp;M team are kept informed of the MS requirements;</li> <li>• Conducts safety training and induction;</li> <li>• Develops and implements a schedule of regular health and safety audits and inspection visits</li> <li>• Develops an effective incident and emergency response programme, and leads its implementation across the facility;</li> <li>• Ensures proper safe and housekeeping of the facility operating environment, and promotes a good sanitation, hygiene and safety culture;</li> <li>• Drive the H&amp;S culture which encourages safe working practices;</li> <li>• Recommends and makes the business case for adopting corrective measures to address identified OH&amp;S risks and issues;</li> <li>• Oversees the implementation of agreed corrective and preventative action measures;</li> <li>• Ensures all OH&amp;S related complaints are duly investigated and resolved</li> <li>• Maintaining effective relationships with relevant external stakeholders and emergency response service providers (e.g. Fire Service, emergency services, etc.)</li> <li>• Acts as the BTE O&amp;M management appointee for OH&amp;S matters with responsibility for the implementation of ES MS in the facility;</li> <li>• Introduces and implements HSE procedures that conform to recognized international standards;</li> <li>• Works with O&amp;M team to promote HSE performance in accordance with BioTherm Energy O&amp;M expectations;</li> <li>• Identifies, procures and manages the distribution all OH&amp;S equipment and supplies;</li> <li>• Coordinates the preparation and submission of reports on OH&amp;S activities</li> <li>•</li> </ul>
<p><b>Health and Safety Management System and Reporting</b></p>	<ul style="list-style-type: none"> <li>• Collect and collate all H&amp;S statistics as required for the incorporation into BioTherm's O&amp;M internal performance and management system;</li> <li>• Verifies trend analyses on Health and Safety statistics and proposes measures to O&amp;M team to manage high risk activities;</li> <li>• Contributes to HSE reports and presentations to HSE Manager;</li> <li>• Ensures that there is open communication regarding H&amp;S performance and monitoring at the facility; and</li> <li>• Ensures that there is communication with the Site Manager regarding the monitoring of the sit.</li> </ul>
<p><b>Third party visits and audits</b></p>	<ul style="list-style-type: none"> <li>• Facilitates third party audits by providing on facility information as required, to meet audit objectives;</li> <li>• Accompanies Authorities (e.g. Department of Labor) and provides necessary information as required to ensure compliance to relevant H&amp;S legislation and permits;</li> <li>• Conducts regular H&amp;S meetings with the O&amp;M team to communicate any H&amp;S risk and/or concerns; and</li> <li>• Actively participates in the Management/ leadership work front visits and encourage management to fully engage employees regarding their H&amp;S expectations and requirements.</li> </ul>
<p><b>Permits and other Legal Requirements</b></p>	<ul style="list-style-type: none"> <li>• Ensures that all required permits are in place and up to date to meet legislative obligations;</li> <li>• Maintains valid HSE appointments on the facility to comply to Occupational Health and Safety Act;; and</li> <li>• Ensure the O&amp;M team abides by employment law regarding working conditions and health and safety, including ensuring that employees stay within the legal amount of overtime.</li> </ul>
<p><b>PART C: POSITION SPECIFIC REQUIREMENTS</b></p>	

<b>Internal Communication</b> Head Office Operational Supervisor Site Manager HSE Manager	<b>External Communication</b> Contractor Third party consultants Authorities
<b>Qualifications</b> Matric National Safety Diploma Legal Liability Training SAMTRAC Certification Registration with South African Council for project and construction Management Professions (SACPCMP)	<b>Experience</b> 5 years' experience in a similar role HIRA certification (Hazardous Identification Risk Assessment) Incident Investigator experience Emergency Coordination Training Proven experience in Health and Safety Management System implementation and/or monitoring Experience within the Engineering and Construction industry, Renewable energy experience will be beneficial Experience in construction and operation & maintenance of electrical power generation plant and substations Clear understanding of electrical and mechanical lockouts, as well as managing permits through the GMR 2(1) & (7).

**Person Specification (knowledge, skills and attributes)**

<b>Behavioural Competencies / Performance Drivers</b>	<b>Technical Competencies / Professional Expertise</b>
Adaptability Analytical Thinking Attention to Detail Critical Judgment Decision Making Impact and Influence Initiative Interactive Communication Problem Solving Resilience Teamwork Writing Skills Driver's License and Personal Vehicle	Business Perspective Concern for Safety Enforcement Information Gathering and Processing Legislation, Policies, Procedures and Standards Project Management Records and Information Management Competent in Microsoft Office Suite (Word, Excel and Power Point)

**Behavioral / Technical and Leadership Competency Requirements (as per the Competency Dictionary)**

Competencies	Proficiency Level Definition	Proficiency Level
Adaptability	<ul style="list-style-type: none"> <li>• Changes own behaviour or approach to suit the situation.</li> <li>• Flexibly applies rules or procedures, while remaining guided by the organization's values.</li> <li>• Adapts behaviour to perform effectively under changing or unclear conditions.</li> </ul>	Level 2 Adapts To The Situation
Analytical Thinking	<ul style="list-style-type: none"> <li>• Identifies critical connections and patterns in information/data.</li> <li>• Draws logical conclusions based on in-depth analysis of information.</li> <li>• Recognizes causes and consequences of actions and events that are not readily apparent.</li> <li>• Anticipates obstacles and thinks ahead about next steps.</li> </ul>	Level 2 Identifies Critical Relationships In Information

Attention To Detail	<ul style="list-style-type: none"> <li>Identifies multiple sources/approaches of information to ensure that details are addressed.</li> <li>Reviews the work of others for accuracy and thoroughness.</li> <li>Follows up to ensure tasks completed and commitments met by others.</li> <li>Verifies that work has been done according to procedures and standards.</li> </ul>	Level 3 Is Thorough And Accurate
Critical Judgment	<ul style="list-style-type: none"> <li>Recommends optimal approaches to address critical issues.</li> <li>Identifies implications of their analysis (e.g., potential impact of judgment, potential impact on certain stakeholders).</li> <li>Anticipates how others in own and other affected organizations will respond to and use the information/data generated.</li> <li>Identifies problems based on a range of factors, most of which are clear.</li> <li>Identifies alternate solutions based on precedent.</li> <li>Identifies an optimal solution and recommendation based on weighing the advantages and disadvantages of alternative approaches.</li> <li>Applies guidelines and procedures that require some interpretation in dealing with exceptions.</li> <li>Makes straightforward recommendations based on information that is generally adequate.</li> </ul>	Level 2 Integrates And Interprets Broad And Complex Information
Decision Making	<ul style="list-style-type: none"> <li>Applies guidelines and procedures that require some interpretation in dealing with exceptions.</li> <li>Makes straightforward decisions based on information that is generally adequate.</li> <li>Makes decisions involving minor consequence of error.</li> <li>Seeks guidance as needed when the situation is unclear.</li> </ul>	Level 2 Makes Decisions By Interpreting Rules
Impact and Influence	<ul style="list-style-type: none"> <li>Adapts arguments to others' needs/interests.</li> <li>Anticipates others' reactions.</li> <li>Uses the process of give-and-take to gain support.</li> <li>Considers others' viewpoints when formulating a persuasive rationale.</li> </ul>	Level 2 Appeals To Others' Interests
Initiative	<ul style="list-style-type: none"> <li>Identifies and acts on issues and problems in own area of responsibility instead of waiting or hoping the problem will solve itself.</li> <li>Tries varied approaches and solutions to resolve a problem.</li> <li>Persists when marked difficulties arise.</li> </ul>	Level 2 Addresses Current Issues
Interactive Communication	<ul style="list-style-type: none"> <li>Recalls others' main points and takes them into account in own communication.</li> <li>Checks own understanding of others' communication (e.g., paraphrases, asks questions).</li> <li>Elicits comments or feedback on what has been said.</li> <li>Maintains continuous, open and consistent communication with others</li> </ul>	Level 2 Fosters Two- Way Communication

Problem Solving	<ul style="list-style-type: none"> <li>Identifies the problem based on a range of factors, most of which are clear.</li> <li>Identifies alternate solutions based on precedent.</li> <li>Identifies an optimal solution based on weighing the advantages and disadvantages of alternative approaches.</li> <li>After implementation, evaluates the effectiveness and efficiency of the solution.</li> </ul>	Level 2 Solves Standard Problems
Resilience	<ul style="list-style-type: none"> <li>Remains effective and retains perspective in the face of periodic disruptions (e.g., identifies own personal limit for work load and makes appropriate adjustments).</li> <li>While remaining open to other viewpoints, demonstrates realistic confidence in own abilities, views or decisions when challenged.</li> <li>Demonstrates an awareness of how his/her actions or reactions impact others (i.e., others' stress levels) and adjusts behaviour accordingly.</li> <li>Takes steps to deal constructively with setbacks</li> </ul>	Level 2 Works Effectively In The Face Of Occasional Disruptions
Teamwork	<ul style="list-style-type: none"> <li>Initiates collaboration with other team members.</li> <li>Assumes additional responsibilities to facilitate the achievement of team goals.</li> <li>Seeks input from other team members on matters that affect them.</li> </ul>	Level 2 Proactively Assists And Involves Others
Writing Skills	<ul style="list-style-type: none"> <li>Writes longer, straightforward documents (e.g., summaries of meetings, instructions) that are logical and comprehensive, yet concise.</li> <li>Combines information from a few sources.</li> <li>Uses varied sentence structure and vocabulary.</li> </ul>	Level 2 Selects And Structures Information
Business Perspective	<ul style="list-style-type: none"> <li>Demonstrates understanding of how own responsibilities, activities and decisions relate to the success of the business.</li> <li>Demonstrates a working knowledge of products, services, customers, suppliers in own area.</li> </ul>	1. Introductory
Concern for Safety	<ul style="list-style-type: none"> <li>Promotes a safety conscious working environment.</li> <li>Notices potentially hazardous situations that are not apparent to others.</li> <li>Consistently enforces safety procedures and demands compliance with health and safety regulations.</li> </ul>	3. Intermediate
Enforcement	<ul style="list-style-type: none"> <li>Detects and communicates non-compliance to appropriate level in operators' establishments.</li> <li>Deals with non-compliance issues requiring straightforward corrective action.</li> </ul>	2. Basic
Information Gathering and Processing	<ul style="list-style-type: none"> <li>Recognizes the need for a modified approach to data/information gathering/ analysis.</li> <li>Gets more complete and accurate information by checking multiple sources.</li> <li>Demonstrates curiosity, digging for information below the surface.</li> <li>Accesses various complementary, rapidly changing sources of legal information (e.g., print, on-line, CD-ROM).</li> <li>Reads more complex texts to locate a single piece of information or simpler texts to locate multiple pieces of information.</li> <li>Makes low-level inferences.</li> </ul>	2. Basic

Legislation, Policies, Procedures and Standards	<ul style="list-style-type: none"> <li>• Demonstrates awareness of key jurisprudence.</li> <li>• Applies relevant legislation, policies, procedures and/or standards, with guidance, in straightforward situations.</li> </ul>	2. Basic
Project Management	<ul style="list-style-type: none"> <li>• Understands project goals, participants' roles, and the importance of project management principles, such as time, cost and quality management.</li> <li>• Participates in project support activities (e.g., gathers needed information).</li> <li>• Participates, under supervision, with others in small and well-defined components of the project.</li> </ul>	1. Introductory
Records and Information Management	<ul style="list-style-type: none"> <li>• Organizes accurate and reliable information relevant to own job in a way that facilitates later use.</li> <li>• Applies appropriate security procedures when distributing and storing classified/sensitive documents.</li> </ul>	2. Basic

<b>Leadership Competency Requirements</b> <i>(as per the Competency Dictionary)</i>		
<b>Competencies</b>	<b>Proficiency Level Definition</b>	<b>Proficiency Level</b>
Planning and Organizing	<ul style="list-style-type: none"> <li>• Identifies who needs to be involved and when.</li> <li>• Identifies who will do what, when, taking into account group members' skills, needs and, if possible, preferences.</li> <li>• Sets timelines and work steps.</li> <li>• Monitors progress and use of resources (people, supplies, money).</li> <li>• Makes needed adjustments to timelines, steps, and resource allocation.</li> <li>• Continually plans for effective accomplishment of next steps.</li> </ul>	Level 2 Plans And Organizes Group Activities
Results Management	<ul style="list-style-type: none"> <li>• Recommends clear and realistic project goals, activities, timelines, deliverables/products, and accountabilities.</li> <li>• Monitors progress, quality of work, and use of resources; provides status updates, and makes adjustments as needed.</li> <li>• Takes calculated risks within the boundaries set by the organization to achieve goals.</li> </ul>	Level 2 Supervises Work/Projects

**PART D: ORGANISATIONAL / REPORTING STRUCTURE**

**REPORTING STRUCTURE STARTING WITH THE CEO OF THE BU:**

Please feel free to submit an organization chart.

