



JOB DESCRIPTION

Safety, Health, Environment and Security (SHES) Specialist Process Area

NFS Onshore Major Projects Group

**Job Description Safety, Health, Environment and Security (SHES)
Specialist – Process Area**

Part A: Job Specification

- Job Purpose**
- Supports the SHES Lead in the site implementation and verification of the NFS Onshore EPC SHES Plans & Procedures, across all EPC packages.
 - Supports NFS Onshore EPC activities with oversight to the EPC CONTRACTOR and SUBCONTRACTOR(s) on site activities during project execution to ensure compliance with NFS Onshore & RLC SHES requirements.
 - Helps ensure that the NFS Onshore SHES requirements are planned, implemented, verified and that where necessary, improvement opportunities are discussed and executed.
 - Liaises with CONTRACTOR and SUBCONTRACTOR(s) SHES groups to ensure all site activities relevant to the scope of work of the assigned area are in full compliance with Project SHES Plans & Procedures.

Reporting and Relationships

Reports to SHES Lead.

Internal

- Contact with relevant Qatargas Operations and Major Projects group as and when required, and frequent interfaces among various NFS Onshore PMT project teams and departments on issues relating to the position. This requires effective communication, initiative, flexibility and an ability to induce collaboration.

External

- Interface with CONTRACTOR and its SUBCONTRACTOR(s), Suppliers and Vendors, in SHES related matters on the premise that both COMPANY and CONTRACTOR organizations are interacting.
 - Contact and interface with external parties, e.g.: Ras Laffan Industrial City (RLIC) including HSSE, Planning & Engineering, Fire Engineering, MOPH, MME and MOI etc., as required.
-

Job Context & Major Challenge(s)

- Supports the SHES and Project Management in terms of site SHES requirements for a large, “one of a kind” LNG Plant including associated facilities and infrastructures comprising of 4X7.8MTPA process trains, as well as large and complex utilities and off-sites.
- Coordinates with the EPC CONTRACTOR and provide oversight for the CONTRACTOR(s) and SUBCONTRACTOR(s) SHES personnel at the project sites, and ensure alignment and proper reporting to the organization.
- Coordinates for the management and site implementation of SHES requirements throughout the project duration and collaborates with relevant departments and disciplines to protect the site SHES and ensure regulatory compliance.
- Ability to work in a multi-faced/ multi-national organizational matrix with a variety of working relationships/ interfaces. Demonstrates willingness to tackle a variety of tasks in response to evolving business needs.

Financial Dimension

Inputs into the budgetary planning of SHES related expenditure for SHES material, equipment, incentives, facilities and manpower.

Generic Accountabilities – All Employees

Safety Health & Environment

- Ensure all activities are undertaken in compliance with COMPANY Safety, Health, Environment and Security (SHES) policies, regulations and standards.

Qatarization Program

- Contribute to the development of Qatari employees. This accountability is a condition of employment for expatriate employees.

Firewall Compliance

- Ensure all activities undertaken comply with anti – trust and competition laws and the COMPANY firewall policies and procedures.

Key Job Accountabilities	
1.	Supports the NFS Onshore EPC project in all SHES related disciplines and scope of work. Shall be flexible and team-orientated. Supports the SHES Lead as part of the PMT SHES representative for site activities.
2.	Provides oversight in field for newly onboarded EPC CONTRACTOR, SUBCONTRACTOR(s) and Vendors, to verify understanding and compliance to project SHES requirements. Monitor site SHES programs and safe work practices, and review and evaluate data/ information/ systems as required.
3.	Champion on-site SHES awareness and safe performance with CONTRACTOR and among PMT. Daily attendance of Tool-Box Talks (TBT) and Task Instructions (TI), providing coaching and leadership to CONTRACTOR and its SUBCONTRACTOR(s) to ensure this fundamental communication tools are used to its optimum levels.
4.	Supports the SHES Lead in providing oversight and guidance for site SHES and Regulatory compliance and performance during project fieldwork including compliance to RLC regulatory requirements. Review the CONTRACTOR SHES Plan & Procedure implementation at site.
5.	Verification of SHES site resource allocation, competencies and performance in assigned area of responsibility. Monitor newly mobilized SHES personnel. Provide mentoring and promote development of SHES personnel.

Key Job Accountabilities	
6.	Supports the establishment and maintenance of strong safety cultures in line with the Qatargas and Project vision, mission and values. Support and promote the project Observation & Intervention program and the Incident and Injury Free (IIF) program.
7.	Provides support to the SHES Lead when interface with internal/external groups are required, e.g. QG Major Projects, CONTRACTOR, SUBCONTRACTOR(s), RLC, and QP etc.
8.	Demonstrate strong leadership and visible presence for in-field activities to build the safety culture and continual improvement on the project, through all phases of the work including SIMOPS.
9.	Participates in safety meetings as needed, including Area Leadership Team (ALT) meetings, and participates in meetings involving CONTRACTOR safety problems/incidents. Supports the SHES Lead (when required) in the participation of site safety reviews, walkthroughs, audits, pre-start up safety reviews, investigations SHES assessments etc.
10.	Follow up and verify progress of all outstanding SHES relevant corrective actions in support of the SHES Lead including the timely follow-up and closeout of such actions.

Part B: Person Specification – Minimum Requirements

Qualifications	<ul style="list-style-type: none"> • SHES related NVQ level 5; or equivalent or 15 year's experience in lieu of the NVQ level 5 qualification. • NEBOSH International General Certificate (IGC) or equivalent. • SHES related Lead Auditor certification. • TapRoot® Root Cause Analysis training (or similar, e.g. Tripod Beta or SCAT)
Knowledge and/or Experience	<ul style="list-style-type: none"> • 10 years' experience in Occupational Health and Safety (or relevant discipline specific experience related to scope of work). • International project experience with Tier-1 EPC Contractors or Client, involved in the construction of onshore production facilities (i.e. greenfield and brownfield work). • Sound knowledge of the project execution process in large-scale project environments.
Technical and Business Skills	<ul style="list-style-type: none"> • Leadership skills. • Excellent verbal and written English skills; confident and clear presentation development and delivery. • Able to cope with excessive workload. • Be inventive to bring new ideas, methods and procedures to meet Project objectives. • Strong teamwork, facilitation, with the ability to communicate and interact at all levels of the organization • Ability to work with diverse cultures to obtain a world-class SHES performance. • Creates high quality and accurate output in a timely manner. • Team player who can effectively collaborate within Project Teams and with external parties. • Able to identify and analyse complex issues and provide recommendations. • Establishes and sustains credibility with peers, subordinates and supervisors. • Takes responsibility for own work products and can perform at high level without supervision.

- Computer literate, familiar working with Microsoft office applications.

Behavioural Competencies

SHE Understanding (3)	Quality/Quantity of Work (3)
Ethics and Integrity (3)	Planning and Organizing (3)
Trust and Empowerment (3)	Initiative/Commitment (3)
Teamwork/Supporting Others (3)	Interpersonal Skills (3)
Communication and Information Sharing (3)	Service Orientation (3)
Innovation (3)	Problem Solving (3)
Job Knowledge (3)	Supervising and Coaching Others (3)