



JOB DESCRIPTION

Lead SHES Investigations

NFS Onshore

Major Projects Group

Job Description Lead SHES Investigations

Part A: Job Specification

Job Purpose

- Provide SHES direction, guidance and leadership to NFS Onshore PMT and CONTRACTOR(s) across all EPC Packages within the assigned area.
- Perform oversight of NFS Onshore Incident Management process to ensure compliance with all Project, Qatargas & RLC requirements, and communicate and verify the completion of incident investigations.
- Support PMT SHES teams in all EPC packages in the implementation and verification of the NFS Onshore Incident Management Plans & Procedures through clear planning, formal communication and interface between all involved parties.
- Support the NFS Onshore EPC CONTRACTOR(s) and to provide expert Incident Management advice and guidance to all PMT and CONTRACTOR Project Area Division Managers, and disciplines during all phases of the Project, to achieve the Qatargas Mission to protect its people, assets and environment.
- Manage the Incident Management elements of the Project SHES Management system, its procedures and programs and ensures the effective and efficient implementation of Incident Management procedures at site in accordance with the requirements stipulated in the Contract SHES Instructions Part 1 to 5.

Reporting and Relationships

Reports to: Head of SHES Systems and/or NFS Onshore SHES Manager.

Internal

- Contact with relevant Qatargas Operations, HSE&Q, Medical 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(s) Management and its SUBCONTRACTORS, Suppliers and Vendors, in incident 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, GDIS (Security), MME etc.
 - Occasional contact with Third Party contractors, vendors and service providers, as required.
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Job Context & Major Challenge(s)

- Supports the SHES and Project Management in terms of project incident management and investigation requirements for a large, “one of a kind” LNG Plant, including associated facilities and infrastructures comprising of four 7.8 MTPA process trains, large and complex utilities, and off-sites.
- Coordinates across multiple, large EPC Contracts – in particular with the “pool” SHES Team - to ensure alignment and proper reporting to the organization, including Major Projects Group, Stakeholders (e.g. Qatargas HSE&Q and RLIC) and Shareholders.
- The role is a key position with significant impact on the project SHES performance in terms of effective implementation of, and the compliance with, Incident Management procedures and systems, and supports the development and application of Incident prevention strategies, Safe Systems of Work (SSoW), and Lessons Learned on the NFS Onshore.
- Job holder oversees all EPC CONTRACTOR(s) and SUBCONTRACTORS Incident Management activities and develops solutions to incident related issues using initiative, project procedures, best practices, Lessons Learned and personal knowledge and experience.

Financial Dimension

As defined for this job level in the Table of Financial Authority and/or approved budget.

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 project in all SHES related disciplines and scope of work but with specific focus on Incident Management. Shall be flexible and team-orientated. Supports the SHE Manager Shared Resources as the key focal point for the overall project Incident Management activities.
2.	Provides oversight of EPC CONTRACTORS and SUBCONTRACTORS Incident Management related procedures and carries out periodic system audits to ensure compliance with relevant project and RLIC procedures and requirements. Provides support to PMT SHES team for the incident investigation process and participates in serious investigations (e.g. ‘high’ or ‘majority’ severity events).
3.	Monitor site SHES programs and safe work practices, and review and evaluate data, information and systems as required, related to findings from incident investigations. Coordinates with SHES Systems Head in terms of systematic improvement opportunities and possible updates required for the overall SHES Management Systems.
4.	Develops, implements and maintains Incident Management related documentation, and reviews relevant CONTRACTORS and SUBCONTRACTORS documentation, as required. Maintains

Key Job Accountabilities	
	<p>an overall Project Incident register with support of relevant EPC package PMTs and identifies concerning incident trends and lessons learned.</p>
	<p>5. Champion on-site incident prevention and reporting awareness with CONTRACTORS and among PMT. Attends Tool-Box Talks and Task Instructions where required, provides coaching and leadership to CONTRACTORS and its SUBCONTRACTORS to ensure Incident Management procedures and systems are fully understood by all.</p>
	<p>6. Provides coaching and mentorship for the PMT and CONTRACTOR SHES personnel to participate incident investigations and to ensure the comprehensive and effective timely completion of all investigation deliverables including Qatargas HSE&Q reporting requirements (e.g. IRS, One-Pager, Safety Alerts, PHL sheets etc.).</p>
	<p>7. 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.</p>
	<p>8. Liaise with internal/external groups as and when required in coordination with SHES Manager Shared Resources, e.g. QG Major Projects, CONTRACTORS, SUBCONTRACTORS, RLC, etc. Manage incident related interface with RLC on behalf of CONTRACTOR when required.</p>
	<p>9. Participates in safety meetings as needed, and participates in site safety reviews, walkthroughs, audits, pre-start up safety reviews, SHES assessments. Provides direct oversight for the Incident Review Committee (IRC) and attends IRC meetings when available. Provides oversight on the EPC Package management and input to the Qatargas Incident Reporting System (IRS).</p>
	<p>10. Incident Management subject matter expert. Oversees the EPC Package PMT Incident Management process, participates in incident investigations lead by Project PMT personnel and CONTRACTOR(s), helps develop relevant corrective actions and oversees the timely follow-up, implementation and closeout of corrective actions thereof. Monitors and expedites action items captured in the project Action Tracking Register related to Incidents.</p>

Part B: Person Specification – Minimum Requirements

Qualifications	<ul style="list-style-type: none"> • SHES related NVQ Level 5, NEBOSH National/International Diploma in Occupational Health and Safety, or higher (BSc, PgCert, PgDip, MSc). • TapRoot™ Advanced Root Cause Analysis Team Leader, or equivalent.
Knowledge and/or Experience	<ul style="list-style-type: none"> • Minimum of fifteen (15) years industry relevant HSE experience. • 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 (expenditure >US\$ 1 Bn).
Technical and Business Skills	<ul style="list-style-type: none"> • Strong leadership skills. • Excellent verbal and written English skills; confident and clear presentation development and delivery. • Able to cope with excessive workload and work under extreme pressure, keeping the team calm and focussed.

- 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 (4)	Quality/Quantity of Work (4)
Ethics and Integrity (4)	Planning and Organizing (3)
Trust and Empowerment (4)	Initiative/Commitment (3)
Teamwork/Supporting Others (4)	Interpersonal Skills (4)
Communication and Information Sharing (4)	Service Orientation (3)
Innovation (3)	Problem Solving (4)
Job Knowledge (4)	Supervising and Coaching Others (4)