



Position Description

Vacancy Title: **SHE & Continuous Improvement Officer**

Location: **Wailada**

Reports To: **Factory Manager (v 2.01)**

Objective

The SHE & Continuous Improvements Officer is responsible for ensuring regulatory & statutory compliance for a safe & healthy working environment for all employees, visitors and contractors. As well as identify and implement process improvement efforts within sound process improvement accepted disciplines and practices and ensuring all business risks are identified and adequately managed. This position reports to the Factory Manager, Alfa Pte Limited.

Outcomes

Organisational Stakeholders

1. Organisational Stakeholders
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1. Business performance optimization

- Identify, plan and implement key projects to improve quality, reduce cost, increase productivity and improve cycle time by reducing wasted time, scrap, rework, etc. resulting in significant business improvement.
 - Line studies are timely and supports informed business decisions
 - Industry bench-marking completed on an on-going basis
 - Quality Circles initiative effectively managed.
 - Provide management with project status updates, feedback, and appropriate reporting on key responsibilities and objectives.
 - To identify trends and process variations as part of establishing a continuous improvement monitoring system.
- Establish and monitor key performance indicators for the business.
 - Weekly/Monthly/Quarterly/Yearly KPI reported to upper management.

2. A regulatory and operationally compliant organization

- Workplace safety is ensured.
 - Occupational, Health and safety policies and procedures as per HASWA developed and maintained.
 - Monthly site inspections and evaluation of the environment, equipment and processes ensured for compliance with government safety/environment regulations and industry standards.
- Workplace environmental compliance ensured.
 - Environmental policies and procedures developed and maintained with alignment to local regulations.
 - Evaluating new methods to minimize the site's environmental impact (waste minimization, water and energy conservation, and other measures).
 - Ensuring proper notification of all environmental incidents.
 - Continual environmental improvement opportunities identified and programs to deliver these implemented.
- Accident and incident investigations and future improvement action plan development and implementation ensured
 - Accidents and incidents are documented on required forms, investigated and improvements recommended and implemented
 - Accident statistics and accident trend analysis maintained and remedial action taken where necessary
 - Accidents and near-miss investigation ensured.
 - Worker's compensation claims process handled as required
- Emergency evacuation procedures developed, implemented and its effectiveness monitored by undertaking fire evacuation drills on site at least twice a year.
- Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis.
- OHS related training needs and competency gaps managed in partnership with HR on an on-going basis.
 - A register for First Aid trainers maintained and renewals of certification and/or refresher training's initiated as required by law.
 - A register for Fire Wardens maintained and renewals of certification and/or refresher training's initiated as required by law.
 - Training's and awareness sessions on health and safety issues ensured.
 - Initiate and organize safety and compliance training's for all current employees and induction training for all new recruits.
- Business licences and compliance certificates are re-newed timely.
- Compliance implementation for contracted onsite security provider ensured.
 - Reviewing Standard Operating Procedures as required to ensure security provider is up to date with new company processes, procedures and/or policies.
 - Induction of all new security officers on site.

3. Enterprise risk management

Company risk register updated and maintained at all times.

- Risk assessments carried out on a timely basis and appropriate mitigation actions taken as required.
- Perform assessments, reviews and investigations to determine adherence to internal controls and compliance with applicable policies and procedures.
- Provide analytics with recommendations to improve efficiency, the management of company resources and to minimize risk of fraud and manipulation.
- Develop and execute the Business Continuity Plan.

4. Well informed management

- Monthly and quarterly report is timely and accurate
 - Preparation of reports on occurrences and provide statistical information to senior management
 - Detailed findings report on accidents and near misses presented to the General Manager with recommendations for the prevention of recurrence and implementation of approved course of action ensured on a monthly basis or as requested
 - Presentation of risk register at risk committee meetings as required
- OHS and LMCC meetings ensured on quarterly basis with meeting minutes recorded and management team updated on any urgent matters
- Ad-hoc information requests by management for decision-making purposes provided on accurate and in a timely manner

5. Alfa Pte Limited's values upheld and promoted at all times

- Collaborate with other teams for the benefit of the organization
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organization's image and values

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.

Competence	Description
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

Qualifications

Qualification	Discipline	Notes
Preferred		
Diploma	Business Management or Business Administration or related fields	
Desirable		
Degree	Business Management or Business Administration or related fields	

Work Knowledge and Experience

- Minimum of 3 years of experience in a similar role
- Tertiary qualification in OHS or completion of OHS modules I - IV
- An excellent command of English
- Ability to understand and interpret company policies and procedures
- Ability to effectively manage time and prioritize multiple tasks
- Able to work autonomously and as part of a team
- Demonstrated experience in implementing OHS systems and procedures

Requirements

Regulatory Compliance Requirements

- First Aid Certificate
- Driver's License

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
External		
	Regulators	
	Statutory Authorities	

Attributes

Behavioural Styles

- Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Integrity Adherence to moral and ethical principles; soundness of moral character; honesty.
- Punctuality Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

- Forthright Speaks out frankly without hesitation, showing a direct manner.
- Perceptive Shows keen insight and understanding of issues or situations.
- Team Enjoys being with others as part of a group or team.
- Oriented

Thinking Styles

- Analytic Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
- Well organised Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 13 Aug 2022