

## Position Description

Vacancy Title: **OHS & Training Assistant v**

Location: **Suva**

Reports To: **Operations Manager (v 1.00)**

### Objective

Responsible for developing, implementing and monitoring the OHS policies, OHS Management System at FSHIL, and upkeep of the management of safety. This role reports to the Human Resources Coordinator.

### Outcomes

#### Organisational Stakeholders

1. Coordinate with HR Coordinator, Operations Manager and OHS Officer- FPCL in ensuring all current/reviewed safety and training protocol are abide by FSHIL

- Responsible for preparing, reviewing, implementation and monitoring of the OHS Policy.
- Efficient and timely inspections and safety checks performed.
- Arrange training rooms, handouts, stationaries, and refreshments in a timely manner.
- Responsible for filling, signed and sending of accidents forms to ACCF and Ministry of Employment Productivity & Industrial Relations
- OHS – Work Safety must be always upheld.
- Efficient distribution of safety wear/equipment and awareness spread on safety procedures effectively.
- Conduct OHS Committee elections, appoint members for OHS Committee, Fire Wardens, First Aiders.
- Records/register of all the safety and inventory and data recorded and kept effectively.

2. A safe and healthy work environment maintained across FSHIL in liaison with all the other departments.

- A certified First Aid and CPR Provider, Fire Wardens and Safety representatives within each department ensured
- Regular inspections carried out with the provision of immediate action on the control and management of work environment risk
- Placement of proper signage around FPCL properties monitored and ensured in collaboration with relevant departments, particularly for the Port Operations areas
- signage and notices updated and maintained as required efficiently

3. Relevant reports maintained, updated and submitted in a timely manner:

- Assistance provided in investigations, training and preparation of relevant reports and policies as when required.
- Training and awareness facilitated effectively including carrying out training needs analysis and preparing Annual Training Plan.
- Liaise with Training Institutions such as FNU, NTPC, USP etc. to collect information on training programs and staff arranging trainings accordingly.
- Prepare and update grant claims with FNU
- Prepare training budget, purchase logistics and refreshments.
- Assistance provided to the TO and the OHSO in a timely and efficient manner.
- Assistance provided to Storeman in preparation, ordering and distribution of PPE.

4. Supervisory duties performed efficiently and effectively as required:

- Supervise cleaner in cleaning of washrooms, clearance of sewage and overall premises.
- Responsible to check all the safety documents are attached on Risk assessment board.
- Responsible to always check on the safety of all employees at work sites.
- Assist Slipway department in cleaning of wastewater catchment.
- Prepare and submit monthly OHS & Training update report to the HR Department and Management.
- Assist HR department as and when required

5. FSHIL's reputation, profitability and performance is supported

- High professional standards contribute to the organization's success
  - Deadlines and service level agreements met at all times
  - High ethical standards met at all times
  - Excellent teamwork aimed to achieve business outcomes efficiently and effectively
  - Organization's efficiency and improved productivity supported
    - Process/systems improvement initiatives;
    - Cost reduction initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Modern technology and innovative methods used to achieve results

6. The organization's image and value standards demonstrated and upheld at all times.

- Professional and amiable relationship upheld with all stakeholders
- Confidentiality of all communications upheld as needed at all times

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Quality Focus	Deliver quality.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
<b>Operational</b>	
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Health and Safety	Establish and maintain a safe and healthy work environment.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	HR or similar	Occupational Health & Safety
<b>Preferred</b>		
Certificate	HR or similar	OHS Modules 1-3
<b>Preferred</b>		
Certificate	HR or similar	Training Of Trainers Modules 1-3

## Work Knowledge and Experience

- Minimum of 3 years' experience in a similar role
- Registered Training Instructor with FNU will have an added advantage.
- Ability to understand and execute HASAWA 1996

## Requirements

### Language Proficiency

- Successful completion of Level 2 Speaking and Writing Test
- Good Communication Skills

### Professional Associations

- First Aid Certificate

### Regulatory Compliance Requirements

- Drivers Licence
- first aid
- OHS
- ERP
- Fire Prevention

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All staff	
<b>External</b>		

Type	Interaction	Comments
	Customers/Clients	
	Business clients	

## 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.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
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
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

Contact Name: Yoshna Ashmeeta Singh

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Further Contact Information: --

Closing Date: 18 Apr 2025