POSITION DESCRIPTION

POSITION DETAILS

Position Title: Specialist Health & Safety Inspector - Petroleum and Geothermal

Team: High Hazards, Energy and Public Safety

Group: Operations

Location: New Plymouth

Date: September 2020

Band: 17E

POSITION PURPOSE

The High Hazards Unit regulates health and safety in five key industries:

- Petroleum - both onshore and offshore exploration, extraction and production;
- Geothermal - including well drilling and other geothermal operations;
- Major Hazard Facilities (MHFs) - sites where the on-site operations have potential for failure leading to catastrophic harm to people and the environment;
- Extractives - mining, including underground, open-cast, coal and metaliferous; and
- Energy Safety - transmission, distribution supply and use of gas and electricity.

The Specialist Health & Safety Inspector - Petroleum and Geothermal is a team member position within the Petroleum and Geothermal High Hazards team.

The Specialist Health & Safety Inspector is responsible for undertaking a range of assessment, inspection, advisory and enforcement-related activities to ensure organisations in the upstream petroleum and geothermal sectors comply with the Health and Safety at Work Act and related legislation.

The Specialist Health & Safety Inspectors do this by effectively identifying risks associated with the sectors operations and the controls necessary to manage those risks to achieve world-leading standards of performance in health and safety. The position will also support the other teams within the High Hazard Unit.

REPORTS TO

This role reports to Deputy Chief Inspector, Petroleum and Geothermal.

KEY RELATIONSHIPS

External:

- Governmental, employer, employee and industry organisations
- Managers and employees in organisations
- Other occupational health and safety practitioners and professionals
- Police and the Coroner's Office
- Territorial Local Authorities
- Other stakeholders

**Internal:**
- Members of the HHU team
- All managers and staff in the Agency

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**KEY RESPONSIBILITIES**

This PD may be amended from time to time at the discretion of WorkSafe to reflect the evolving nature of the role. The Specialist Health & Safety Inspector is responsible for:

**Inspection and Assessments**

- Carry out regular audit inspection and related work on high hazard sites, in accordance with Agency operational procedures and guidelines
- Assess the quality of safety cases and other statutory submissions
- Analyse health and safety management procedures and processes using appropriate tools
- Diagnose health and safety management failings and ensure positive safety outcomes by influencing to achieve the required improvements

**Investigations**

- Undertake or support investigations of incidents, accidents, complaints and/or occupational diseases with a particular emphasis on identifying and initiating action to prevent re-occurrence. This will involve reviewing against relevant sources of good practice, such as standards, preparing reports and making recommendations sufficient to support WorkSafe’s enforcement and legal requirements
- Engage with duty-holders and representative bodies to identify actions that will prevent further breaches across the industry by improving safety management practices within all relevant organisations.
- Prepare reports and make recommendations in line with WorkSafe’s enforcement policy and enforcement decision making model

**Enforcements**

- Undertake or support enforcement activities in accordance with Agency procedures and processes
- Use enforcement and persuasive interventions to secure ongoing improvements
- Take enforcement action to obtain legal standards by using legal notices and directives
- Prepare for prosecutions, and appear in Court as a witness (as required)

**Immediate Response**

- Respond to notified serious harm and emergency situations around New Zealand both during and outside normal office hours
Industry improvement & education

- Engage with duty-holders and industry bodies to encourage the development and uptake of best practice
- Proactively identify and suggest opportunities for improving regulatory or standards frameworks
- Influence industry leaders and opinion formers
- Share knowledge, and contribute to knowledge development and industry standard setting within the High Hazards Unit and wider Worksafe
- Contribute to relevant legislative amendments, and to the development and improvement of standards, codes of practice and guidelines
- Contribute technical expertise into the development of guidance material for industry

Relationship management

- Inform and influence industry stakeholders regarding the benefits of, and approaches to, excellent health and safety management, including connecting clients with other government services in response to identified needs
- Assist with obtaining industry and other appropriate sector participation in legislative, standards and regulatory reviews

Regulatory compliance

- Inspect / investigate high hazard industry operations with regard to legislative, regulatory and industry standards and practices as appropriate
- Apply a responsive regulatory approach to breaches that take appropriate account of the nature of the breach, the scale of harm or potential harm, the attitude and responsiveness of the duty-holder, the duty-holder’s history of compliance as well as any public interest and accountability
- Prepare reports and legal documents to a standard sufficient to support WorkSafe’s enforcement and legal requirements and WorkSafe’s practice requirements

Other

- Lead or contribute to national and local initiatives and projects as required
- The ability to support teams within the other high hazard industries
- Be familiar with and use the best practice guidelines for the Agency’s system for capturing and using industry Health and Safety information and knowledge

SKILL AND EXPERIENCE

- A relevant tertiary qualification and/or other equivalent relevant industry qualification; plus either
  - Experience in a senior technical or management position within a relevant petroleum or geothermal industry, sufficient to gain a good understanding of the requirements of health and safety management within a high hazard context; or
  - Significant experience in a senior managerial or engineering specific role within a relevant industry; and
• A good knowledge of standards, legislation and health and safety requirements applicable to industries within the upstream petroleum and geothermal sectors
• Experience with interpretation and application of legislation and, investigative and enforcement skills are desirable but not essential
• Understands process safety issues in a broad context and applies a full range of organisational knowledge to meet those needs
• Excellent communication skills, both written and oral, with the ability to communicate information, concepts and arguments effectively, in individual and group situations, and in formal documents
• Strong analytical and problem solving skills including use of judgement to make sound recommendations based on available information, particularly within a technical and/or legal context
• Experience in developing and maintaining an environment focused on continuous improvement to enhance organisational performance
• Role modelling of best health and safety work practices, with experience of implementing systemic approaches to safety management highly desirable
• Ability to work under pressure and without supervision
• Ability to act impartially, maintain confidences, and maintain a firm stand in decision making
• Ability to deal with emergency situations where significant harm might have been caused to workers and members of the public
• Good skills and ability in auditing, risk assessment, hazard management and incident investigation, gained through experience and formal training. Recognised qualifications in these areas would advantageous, but not essential
• Integrity and credibility in formal and official situations, particularly when meeting Industry Leaders and taking part in court proceedings
• Sound computer skills, with experience of using electronic document and records management systems an advantage
• A current driver’s licence is essential
• Good physical health and fitness is needed to work in diverse physical environments
• Ability to travel frequently
• Some afterhours response for emergency situations outside of normal office hours
• Spending periods of time away from home
• Attendance at accident scenes

**Must hold or gain Certificate of Appointment**

• Appointees will be expected to become warrant holding inspectors by completing specific WorkSafe inspector training and demonstrating competence via standard WorkSafe assessments
• It is expected that the appointee will commit to further training and development in keeping with the needs of the business, their personal CPD and the maintenance of their chartered status.
CORE BEHAVIOURAL EXPECTATIONS

Health and Safety – Act in ways that foster a health and safety culture becoming embedded within WorkSafe including compliance with all relevant policy & procedures. Displays commitment through actively supporting all safety and wellbeing initiatives.

Self-Management – Takes responsibility for own behaviour and is open to development. Models the desired values and culture of the agency and delivers a targeted service to internal and external stakeholders. Works to a high standard and always looks for ways to do things better.

Organisational Commitment - Role model the standards of Integrity and Conduct for the Agency while compiling with all legislative requirements.Contributes to the development of, and helps promote and builds commitment to the Agency's vision, mission, values and services.