JOB PROFILE – HSE OFFICER

A. Job Information			
Job Title:	**HSE OFFICER**		
Job Grade:			
Location:	**ADAMUS RESOURCES NZEMA GOLD MINE**		
Department:	**HSE**		
Job reports to:	**DRILLING OPERATIONS MANAGER/ARL HSE MANAGER**		
# of Subordinates:		**Level of Supervision:**	**INTERMEDIATE**

B. Job purpose:
Brief statement outlining the overall purpose/reason for existence of the job (one or two sentences).
To apply knowledge and experience to ensure that Health & Safety contributes to the operation's long-term strategy by adding real business value, contributing strategic information, providing report-back, assessment, ratings for continuous improvement and injury free working environment.

C. Responsibilities/Key Objectives:	
List five to eight major activities and contribution to the organisation for which this job is held accountable	
1	Ensures Health and Safety is fully represented in formulating and reviewing the overall strategy of the drilling program
2	Enforcement of Regulations and any lawful orders specified in the LI or given by an inspector in the interest of safety, health and environment
3	Ensures effective communications are maintained within the operations by convening regular meetings (PSIs) to discuss topical safety issues.
4	Responsible for investigating & reporting of near misses, incidents, injuries etc.
5	Ensure regular inspection, monitoring and assessment of unsafe working acts/conditions.
6	Maintain up to date records of all HSE policies and procedures (Documentation & Reports)

D. Inherent requirements of the Job	
The minimum qualifications, skills, knowledge, experience and behavioral attributes that are required to perform the job competently.	
Minimum qualification/s Experience (A basic summary of the previous level of experienced required to start in the position)	1. Minimum, a diploma in Health & Safety Management (NEBOSH) or its equivalent from a recognized institution. 2. At least three (3) years' working experience in a similar role in a Drilling/Mining related environment

	Desirable 3. Inspectorate of Mines Certificate in Health, Safety and Environment 4. Knowledgeable in Risk Management Systems
Technical competencies	1. Leadership 2. Continuous Improvement 3. Analytical & Consequent thinking 4. Governance & Ethical Behaviour
Skills & Experience	1. High regard for safe work practices and procedures 2. Resilient with the ability to manage stress 3. Well-developed oral and written communication skills 4. Ability to interact with people of diverse culture.
Business Behaviors	1. Ability to use initiative, take responsibility and manage tasks through to completion. 2. Compliance 3. Anticipates plans and responds quickly to issues 4. Team oriented. 5. Open, honest and reliable

E. Job description agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job description as he/she deems reasonable, after due consultation with the job holder.

We the undersigned agree that the completed Job Description gives an accurate outline of the job and represents the contents and requirements of the job.

Title	Name	Employee Number	Signature	Date