

Job Description

Position title	Construction HSE Technician acting HSE MS Technician
Position status	LN
Position reports to	HSE MS Lead
Department	HSE
Rotation pattern	14/14

Job purpose

This role is an essential component of the HSE management systems team, collaborating closely with a newly formed group consisting of local, national, and expatriate HSE staff. The primary goal is to assist the HSE management system lead in delivering current data on the organization's performance and advancements. Additionally, it involves producing timely, high-quality reports and contributing to the development, testing, introduction, and execution of an E-PTW (Electronic Permit to Work) system, which includes the updating of procedures.

Duties and responsibilities

- Assisting the new HSE management system development and rollout in Majnoon Oilfield and ensuring a smooth transition from the old existing systems into one combined MS system.
- Managing and distributing all HSE announcements to all staff and stakeholders such as (safety alerts, Learning from incidents, safety communications).
- Prepare/distribute daily/weekly/monthly HSE reports (including Ministry of Oil report, Business performance Pack report, HSE monthly report for the client and HSE yearly report) as required.
- Provide Operational and digital expertise and to ensure that all departments activities are conducted in accordance with the HSE procedures, legislative requirements and all standards.
- Support/amend the newly combined HSE management system (Aegis) as per management requirements.
- Communicating with various internal and external stakeholders to ensure reporting activities meet the very high standards expected by the company.
- Communicating with various internal and external stakeholders to collect monthly man-hours for the company and contractors.
- Work on the company performance monitoring and reporting system to calculate all leading and lagging indicators.
- Support developing all new projects in the management system department.
- Coaching internal stakeholders on the HSE reporting requirements.
- Quality / Control & maintenance of the company HSE statistical databases.
- Maintain records per the team / company document control system.
- Support internal company digital trends analysis.
- Support the preparation of the Majnoon HSSE Annual Improvement Plan.
- Managing leadership site visits and goal zero system.
- Support HSE disciplines in development/selection of the HSE standards, processes and systems to ensure they are fit for purpose, practical and the implementation and management of incentive campaigns.
- Ensure quality control of HSE data reported internally and externally.
- Other duties as may be required.

Qualification & Training requirements

- A University Degree or Professional Education Degree (Engineering degree) with more than 3 years' experience in Oil and Gas industry, a NEBOSH IGC is preferred.
- Experience in the data analysis (incidents data).
- Good communication, presentation, influencing and business writing skills.

Experience

- 3 years active involvement in implementing PTW system or of relevant job experience within the oil & gas industry.
- Proven ability to work with contractors working in a weak HSE culture environment.
- Excellent knowledge in managing digital HSE systems.

Language proficiency, computer and software skills

- MS Office:
 - Excel – Intermediate
 - Outlook – Intermediate
 - Word – Intermediate
 - PowerPoint – Intermediate
 - SharePoint – Intermediate
 - Access – Intermediate
- English – upper intermediate (verbal & written).
- Design Software would be advantageous.

Skills

- Proven supervisory skills
- Communication skills
- Presentation skills
- Focus on continuous self-learning and improvement
- Ability to work cohesively and communicate successfully in multi-cultural teams whilst being aware of and sensitive to cultural differences
- Ability to communicate, co-ordinate, and manage reporting and incidents data and reports across function
- Demonstrable experience in the ability to prepare meaningful reports, in clear and concise English, utilizing information and data received from third parties.
- Designing Skills
- Ability to work under pressure and experience in leading teams.
- Demonstrable experience in the ability to prepare meaningful reports, in clear and concise English, utilizing information and data received from third parties, SAP (or equivalent system) and own analyses.