

## POSITION DESCRIPTION

<b>Title:</b>	QHSE Coordinator	<b>Location:</b>	Head Office
<b>Department:</b>	Administration	<b>Reports to:</b>	QHSE and BC Manager
<b>Salary:</b>	Salary package	<b>Band/Grade:</b>	2
<b>Prepared by:</b>	CAO	<b>Date:</b>	December 2015

### Overall Purpose:

To support the QHSE and BS Manager in the administration and maintenance of the Quality, Health, Safety and Environment Management System.

### Roles and Responsibilities:

#### Health and Safety

- Develop and continuously improve the Company's Safety Management System and associated risk management tools.
- Provide training and coaching in the Safety Management System, Risk Management tools,
- Monitor the effectiveness of the Safety Management System through formal HSE audits and inspections, on and offshore.
- Advice on regulatory requirements in the various areas of operation, and liaising with governmental agencies as required.
- Advise on, and implement, contractual HSE requirements, whilst liaising with Client HSE personnel to assure consistency of advice.
- Coordinate, and participate in audits and inspections carried out by Regulators, Authorities, and Clients.
- Participate in, and review of risk assessment and working environment studies and activities carried out in support of the QHSE Management System
- Develop various HSE deliverables such as HSE Programs, HSE Training, and HSE Statistics
- Assist in the maintenance of relevant certification e.g. ISO, EHSMS
- Assist in the investigation and analysis of accidents and incidents, and in the preparation of reports.
- Ensure that learnings from accidents and incidents are shared and suitable remedial action taken where necessary.
- Develop and maintain emergency response plans.

#### Quality - Strategic Planning, Performance Management and Excellence

- Supports the development of Organization and Departmental priorities and plans
- Monitors and reviews progress of the Organization and Departments against plans
- Assists in the maintenance of strategy communication processes within NA
- Assists in the alignment of strategic plan outcomes with performance management targets
- Works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the National Ambulance strategic plan, objectives and values
- Develop and maintain all business performance reporting requirements including Annual

Reporting and compliance reporting.

- Understands and monitors EFQM excellence processes and methodologies
- Conducts periodic self assessments of the organization against EFQM Excellence principles
- Contributes towards programs or opportunities to advance NA in its Excellence Journey.
- Contributes towards Sheikh Khalifa Excellence Award submissions

#### Selection Criteria:

- Bachelor's degree in appropriate field (Business Administration, Occupational Safety, etc.)
- NEBOSH International Diploma in Occupational Health and Safety or equivalent
- Environment Management System Certified Auditor Training
- ISO 9001:2008 Internal Auditor
- OHSAS 18001 Certified Auditor
- ISO 14001:2004 Environment Management System Certified Auditor
- Proficient skills in IT governance and administration and knowledge management principles
- Demonstrate exceptional written and oral communication skills
- Advanced skills in Microsoft Office
- Ability to communicate with cultural sensitivity, and engage stakeholders effectively to achieve positive outcomes

Chief Administrative Officer

#### Change Brief:

Version	Date	Changes
1	October 2012	New Document
2	20-Dec-15	Logo Update, Band category, Report to, and Date. Version 3
3	28-Jul-2019	Due to review no changes
4	November 2019	Update reporting line Manager from QHSE Manager to QHSE and BC Manager, Updated Department from Corporate Service to Administration