**POSITION DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Location:** |  |
| **Department:** |  | **Reports to:** |  |
| **Prepared by:** | Head of Department | **Date:** |  |

**Overall Purpose:**

**Roles and Responsibilities**

**QHSE & BC :**

*Selected as appropriate from the selections below:*

**General Staff QHSE and BC insert for Job Descriptions**

-         Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement

**Supervisors / Managers QHSE and BC insert for Job Descriptions**

-         Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement

 -  Participate in QHSE and BC Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.

**Senior Managers QHSE and BC insert for Job Descriptions**

-         Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement

-  Participate in QHSE and BC Risk Assessments / Inspections and conduct investigations into non conformances, near misses, incidents or complaints.

 -  Identify and appoint reporting staff for QHSE and BC investigations

- Demonstrate viable and active leadership that engages Employees to practice QHSE and BC applications.

**Professional and Academic Expertise**

*Insert qualification and experience required and specific skill sets*

Reviewed by:

HR & Corporate Services Manager

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**Change Brief**

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| --- | --- | --- |
| **Version No.** | **Date** | **Changes** |
| 1 | February 2013 | New Template |
| 2 | June 2014 | Delete grade, subordinate staff, and expenditure level. |
| 3 | February 2017 | Due for review, no changes required |
| 4 | April 2019 | Due for review, no changes required |
| 5 | August 2021 | Deleted the band and the salary package,  added Head of Department to prepare by section.  Updated the renewal and approval section.    **Added from QHSE after Policy review committee**  Added Business Continuity in QHSE Section |

Approved by

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Chief Administrative Medical Officer