

HSE COORDINATOR

Robson Civil Projects is a leading NSW civil contractor with offices in Sydney, Central Coast, Newcastle and the Hunter Valley. A vacancy currently exists for a highly motivated and experienced HSE Coordinator to work as part of our Project Management teams at the site level. The role will assist Project Managers in the successful implementation and management of the Project Management Plan and Standard Operating Procedures and to monitor compliance to both internal and client legal obligations. The successful applicant will be ideally located in the Newcastle / Lower Hunter Valley area and be willing to work in other locations as required from time to time.

Main Duties and Responsibilities:

- Working as part of the project management team, developing project specific management plans that align with client requirements.
- Assisting Project Managers to successfully implement Project Management Plans on site.
- Facilitating risk assessment studies with the Project Management team and clients, and the development of Safe Work Method Statements for high-risk construction works.
- Ensuring that all personnel onsite are appropriately inducted and competent to work.
- Facilitating onsite consultation and communication with the workforce through preshift briefings; training and toolbox meetings as required.
- Completing site inspections and task-based interactions, reporting the findings and following up on the implementation of corrective actions as required.
- Assisting with internal and external audits as well as pre-qualification requirements.
- Management of project level incident reporting and investigations in consultation with the Project Manager to meet company and client requirements.
- Assisting with injury management processes and implementing return to work plans.
- Reporting on safety performance including client statistical reporting.

Qualifications and Experience:

- Formal qualifications in WHS/OHS.
- Three to five years' experience in a civil construction role.
- Detailed understanding of HSE legislation and contemporary HSE management strategies.
- Practical experience in the development of environmental management plans, including erosion and sediment control plans and associated permits relevant to civil construction works would be highly regarded.
- A high level of computer competency, specifically Microsoft Office and ability to interface with cloud-based software project management programs.
- Current driver's licence
- WorkCover Construction White Card
- Experience in the application of an Integrated Management System.
- Internal Auditor's certification and proven experience in auditing.
- Apply Advanced First Aid Certificate.
- Certificate IV in Assessment and Workplace Training or higher.
- RTW Coordinator Certification.

Robson is an equal opportunity employer.

An attractive salary package will be offered commensurate with experience.

If you are interested in this exciting opportunity, please forward your detailed resume to

jobs@robsoncivil.com.au

(This is an internal hire, no recruiters)