

SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH (WSH) SKILLS MAP – LEAD WORKPLACE SAFETY AND HEALTH AUDITOR					
Sector	Workplace Safety and Health				
Track	System Audit				
Occupation	Workplace Safety and Health Auditor				
Job Role	Lead Workplace Safety and Health Auditor				
Job Role Description	<p>The Lead Workplace Safety and Health (WSH) Auditor is responsible for leading the audit teams in conducting WSH audits for client organisations. He/She is responsible for advising relevant stakeholders on WSH audit matters.</p> <p>The Lead WSH Auditor is collaborative, analytical, resourceful, demonstrates good teamwork and is a good facilitator.</p>				
Critical Work Functions and Key Tasks	Critical Work Functions	Administer staff and organisational development	Key Tasks		Performance Expectations (For legislated / regulated occupations)
			Manage department level resources and budgets		
			Lead implementation of continuous improvement initiatives and activities		
			Mentor staff		
			Recommend improvements to auditing policies and procedures		
			Lead negotiations with relevant key internal and external stakeholders		
	Drive departmental performance to achieve organisational goals				
	Establish audit plans	Manage the certification processes for each client and make certification decisions			
		Manage correspondences, communication and engagement plans with clients			
		Review new audit processes and procedures for auditees			
	Conduct external management systems audits	Lead and manage auditing teams in external WSH management systems audits			
		Lead audits and evaluate management systems against the relevant standards			
		Evaluate audit reports for accuracy and relevance to audit objectives			
		Oversee final audit reports for issuance			
		Lead audit teams on follow-up audits and reviews			
Drive recommendations for improvement to auditees					
Lead audit opening and closing presentations					
Skills & Competencies	Technical Skills and Competencies			Generic Skills and Competencies (Top 5)	
	Change Management	Level 4	Communication	Intermediate	
	Conflict Resolution	Level 5	Decision Making	Intermediate	
	Corporate Governance	Level 5	Problem Solving	Intermediate	
	Innovation Management	Level 5	Resource Management	Intermediate	
	Project Coordination	Level 5	Teamwork	Intermediate	
	Risk Management	Level 6			
	Staff Performance Management	Level 4			
	Stakeholder Management	Level 5			
	Workplace Safety and Health Audit Programme Management	Level 6			
	Workplace Safety and Health Audit System Management	Level 6			
	Workplace Safety and Health Culture Management	Level 6			
	Workplace Safety and Health Performance Management	Level 6			
	Workplace Safety and Health Policy Development	Level 6			
Workplace Safety and Health System Management	Level 6				
Programme Listing	For a list of Training Programmes available for the WSH sector, please visit: www.skillsfuture.sg/skills-framework/wsh				

The information contained in this document serves as a guide