

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS
SKILLS MAP – HSE MANAGER**

Sector	Energy and Chemicals			
Track	Health, Safety and Environment (HSE)			
Occupation	Manager			
Job Role	HSE Manager			
Job Role Description	<p>The HSE Manager oversees all activities in the Health, Safety and Environment (HSE) department and is responsible for providing technical expertise on HSE issues to relevant stakeholders. He/She leads the development of the Workplace Safety and Health (WSH) and Environmental Management System (EMS) frameworks, and evaluates the organisation's WSH and EMS systems to ensure compliance with pertinent government regulations and organisational health, safety and environmental guidelines. He reviews WSH and environmental accident and incident findings and trends to recommend improvements. Furthermore, he coordinates the development and maintenance of the organisation's Major Hazard Installation (MHI) Safety Case.</p>			
	<p>The HSE Manager is a senior member of the organisation's crisis management team and manages the development of the organisation's emergency response and crisis management plans. He is responsible for managing the organisation's Safe System of Work (SSoW) framework to ensure that work activities are carried out safely. In addition, he coaches and mentors HSE department personnel and drives departmental performance to achieve the organisation's HSE goals.</p>			
	<p>The HSE Manager actively promotes a safe workplace culture across the organisation. As a department manager, he is required to have good leadership, interpersonal and resource management skills.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Administer Workplace Safety and Health (WSH) and Environmental Management Systems (EMS)	Coordinate the development and maintain the organisation's Major Hazard Installation (MHI) Safety Case		
		Evaluate WSH and EMS systems		
		Lead the development of WSH and EMS frameworks		
		Liaise with external stakeholders on WSH and EMS matters		
		Manage WSH and EMS-related training and communication at organisational level		
		Manage WSH and EMS systems and legal compliance reviews and audits		
		Oversee all staff and contractors' compliance with the organisation's WSH and EMS standards and practices		
		Review WSH and environmental accident and incident findings and trends to recommend improvements		
	Manage emergency responses and crises	Manage the development of emergency response and crisis management plans		
		Review emergency response and crisis management activities, in line with the defined organisational structure		
		Support crisis management activities as a senior member of the incident management team (IMT) and/or crisis management team		
	Apply Safe Systems of Work (SSoW)	Manage and review the development of SSoW processes and procedures		
Manage SSoW frameworks at organisational level				
Administer staff and organisational development	Manage department level resources and budgets			
	Coach and mentor staff			
	Contribute to business continuity planning, implementation and execution			
	Drive departmental performance to achieve organisational goals			
			Review and endorse continuous improvement initiatives and activities	
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Audit and Review Management	Level 5	Communication	Advanced
	Budget Management	Level 5	Sense Making	Advanced
	Business Continuity Management	Level 5	Developing People	Advanced
	Change Management	Level 5	Leadership	Advanced
	Continuous Improvement Management	Level 5	Interpersonal Skills	Advanced
	Crisis Management	Level 5		
	Emergency Response and Crisis Management Development and Implementation	Level 6		
	Emergency Response Management	Level 5		
	Engineering Management of Change	Level 5		
	Environmental Management System Framework Development and Implementation	Level 6		
	Incident Investigation Management	Level 5		
	Major Hazard Installation Safety Case Management	Level 5		
	Organisational Analysis Management	Level 5		
	Organisational Resource Management	Level 5		
	Procurement Management	Level 5		

Skills & Competencies	Safe System of Work Development and Implementation	Level 6	
	Staff Development Management	Level 5	
	Staff Management	Level 5	
	Training, Coaching and Assessment Management	Level 5	
	Workplace Safety and Health Framework Development and Implementation	Level 6	
	Workplace Safety and Health Hazard Identification and Risk Control Management	Level 5	
Programme Listing	For a list of Training Programmes available for the Energy and Chemicals sector, please visit: www.skillsfuture.sg/skills-framework/energyandchemicals		

The information contained in this document serves as a guide.