

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

Sector	Energy and Chemicals					
Track	Health, Safety and Environment (HSE)					
Occupation	HSE Specialist					
Job Role	HSE Specialist					
Job Role Description	The HSE Specialist implements and administers the organisation's Workplace Safety and Health (WSH) and Environmental Management System (EMS) programmes in the workplace and supports the development of WSH and EMS frameworks, in compliance with pertinent government regulations and organisational health, safety and environmental guidelines.					
	The HSE Specialist supports the development and implementation of Safe System of Work (SSoW) processes and procedures at the workplace, and interfaces with the production and process engineering department, engineering and maintenance department, and contractors to ensure compliance. He/She assists in the development of emergency response and crisis management plans and works to identify and reduce known risks that could lead to emergencies or crises. He also supports the implementation of continuous improvement initiatives and activities at the workplace.					
	The HSE Specialist is a good team player, has good written and verbal communication skills, interacts effectively with others, and enjoys delivering training.					
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks			
	Administer Workplace Safety and Health (WSH) and Environmental Management Systems (EMS)	Conduct WSH and EMS-related training and communication sessions for staff and contractors				
		Conduct WSH and environmental accident and incident investigations and follow up on corrective and preventive actions				
		Conduct WSH and EMS system and legal compliance reviews and audits				
		Contribute to the development of the organisation's Major Hazard Installation (MHI) Safety Case				
		Ensure all staff and contractors comply with the organisation's WSH and EMS standards and practices				
		Implement WSH and EMS systems				
		Support the development of WSH and EMS frameworks				
	Manage emergency responses and crises	Assist in emergency response and crisis management activities, in line with the defined organisational structure				
		Assist in the development of emergency response and crisis management plans				
Apply Safe Systems of Work (SSoW)	Support SSoW activities, interfacing with the production team, maintenance team and contractors					
	Support the development and implementation of SSoW processes and procedures					
Administer staff and organisational development	Identify opportunities for continuous improvement					
	Support the implementation of continuous improvement initiatives and activities					
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)			
	Audit and Review Management	Level 3	Communication	Intermediate		
	Change Management	Level 4	Interpersonal Skills	Intermediate		
	Continuing Professional Development Management	Level 4	Teamwork	Intermediate		
	Continuous Improvement Management	Level 3	Digital Literacy	Intermediate		
	Crisis Management	Level 3	Sense Making	Intermediate		
	Emergency Response and Crisis Management Development and Implementation	Level 4				
	Emergency Response Management	Level 4				
	Environmental Management System Framework Development and Implementation	Level 4				
	Incident Investigation Management	Level 4				
	Major Hazard Installation Safety Case Management	Level 3				
	Project Management	Level 4				
	Robotic and Automation Technology Application	Level 4				
	Safe System of Work Development and Implementation	Level 4				
	Third Party Management	Level 3				
	Training, Coaching and Assessment Management	Level 3				
	Workplace Safety and Health Framework Development and Implementation	Level 4				
Workplace Safety and Health Hazard Identification and Risk Control Management	Level 3					
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.