

SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS SKILLS MAP - SENIOR HSE SPECIALIST

Sector	Energy and Chemicals			
Track	Health, Safety and Environment (HSE)			
Occupation	HSE Specialist			
Job Role	Senior HSE Specialist			
Job Role Description	<p>The Senior HSE Specialist coordinates the development of the Workplace Safety and Health (WSH) and Environmental Management System (EMS) frameworks across departments, and supervises WSH and EMS system reviews and audits, to ensure compliance with pertinent government regulations and organisational health, safety and environmental guidelines. He/She supervises the implementation of WSH and EMS programmes in the organisation, and manages training and communication sessions for staff and contractors. He also contributes to the development of the organisation's Major Hazard Installation (MHI) Safety Case.</p>			
	<p>The Senior HSE Specialist provides technical input for the development and update of Safe System of Work (SSoW) processes and procedures, and audits compliance with SSoW activities. He is responsible for coordinating the development of emergency response and crisis management plans. In addition, he contributes to staff and organisational development by validating continuous improvement initiatives and activities, and by coaching and mentoring junior staff in the Health, Safety and Environment (HSE) department.</p>			
	<p>The Senior HSE Specialist is a good team player, has excellent written and verbal communication skills, interacts effectively with others, and enjoys delivering training.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		
	Administer Workplace Safety and Health (WSH) and Environmental Management Systems (EMS)	Contribute to the development of the organisation's Major Hazard Installation (MHI) Safety Case		
		Coordinate the development of WSH and EMS frameworks across departments		
		Manage WSH and EMS-related training and communication sessions for staff and contractors		
		Review WSH and EMS systems		
		Supervise all staff and contractors' compliance with the organisation's WSH and EMS standards and practices		
		Supervise WSH and EMS system and legal compliance reviews and audits		
		Supervise WSH and environmental accident and incident investigations, and ensure proper closure of investigations and their notification to relevant authorities		
	Manage emergency responses and crises	Coordinate emergency response and crisis management activities, in line with the defined organisational structure		
		Coordinate the development of emergency response and crisis management plans		
Apply Safe Systems of Work (SSoW)	Audit compliance with SSoW activities, interfacing with the production team, maintenance team and contractors			
	Lead the development and update of SSoW processes and procedures			
Administer staff and organisational development	Coach and mentor staff			
	Manage team performance to achieve organisational goals			
	Validate continuous improvement initiatives and activities			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Audit and Review Management	Level 4	Communication	Intermediate
	Change Management	Level 4	Sense Making	Intermediate
	Continuing Professional Development Management	Level 4	Developing People	Intermediate
	Continuous Improvement Management	Level 4	Digital Literacy	Intermediate
	Crisis Management	Level 4	Interpersonal Skills	Intermediate
	Emergency Response and Crisis Management Development and Implementation	Level 5		
	Emergency Response Management	Level 4		
	Environmental Management System Framework Development and Implementation	Level 5		
	Incident Investigation Management	Level 4		
	Major Hazard Installation Safety Case Management	Level 4		
	Project Management	Level 5		
	Robotic and Automation Technology Application	Level 4		
	Safe System of Work Development and Implementation	Level 5		
	Third Party Management	Level 4		
	Training, Coaching and Assessment Management	Level 4		
	Workplace Safety and Health Framework Development and Implementation	Level 5		
	Workplace Safety and Health Hazard Identification and Risk Control Management	Level 4		

**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.