



Papua New Guinea Public Service
Position Description



1. IDENTIFICATION

AGENCY: <i>Department of Works & Implementation</i>	SYSTEM POSITION NO:	REF NO: <i>60GCPC11</i>
OFFICE: <i>Works</i>	Designation/Classification: <i>Safety Compliance Officer Grade 14</i>	
DIVISION: <i>Policy Compliance</i>	Local designation: <i>Safety Compliance Officer</i>	
BRANCH:	REPORTING TO: <i>Manager OH&S</i>	SYS. POS. NO: <i>60GCPC04</i>
SECTION: <i>Occupational Health & Safety</i>	LOCATION: <i>Headquarters, Boroko</i>	

History of position

File ref:	Date of variation	Details

2. PURPOSE

This position is responsible for initiating, directing and coordinating all required Safety activities and provide assistance in the managing of safety standards and processes that support the operation of the organization and ensure that the department creates safe environment for its employees.

3. DIMENSION

The Compliance Safety Officer reports to the Manager Occupational Health & Safety and is required to work as a team with the Compliance Health Officer to execute the work of Occupational Health and Safety in the department.

4. PRINCIPAL ACCOUNTABILITIES

- To ensure that appropriate policies, standards and processes are put in place to safeguard the health and safety of employees in the workplace.
- Realization of an effective and efficient management of the Division's Activities and Resources, work programs and budgets for the branch developed.

NDoH, National Aids Council, Cancer Foundation & other health care institutions	Ensure adequate welfare facilities and health and wellbeing initiatives and programs are delivered
---	--

6.2 Working environment.

The position is located at Department of Works & Highways, Headquarters. It plays a specialist and administrative role within the agencies to ensure the importance of safe work practices is adequately promoted in a holistic manner in achieving government aims and objectives.

6.3 Reporting arrangements

(a) Reporting Line

Manager – Occupational Health & Safety

(b) Direct Reports

6.4 Budget & Expenditure

Budget: In accordance with approved annual budget appropriation

Financial Delegation: In accordance with current instrument of financial delegation

7. CONSTRAINTS, FRAMEWORK AND BOUNDARIES

Safety in workplace and practices policy against other established rules and the preparedness of employees of the Department in understanding the rationale of Safety in workplace initiative.

▪ Rules/procedures

This job operates under the usual Government and Departmental Rules and Procedures mainly detailed under the General Orders, Public Finance and Management Act and Financial instructions, the Occupational Health & Safety Legislations, the Department Policies and the relevant agreements between the Department of Works & Highways and Government of Papua New Guinea

▪ Decision

Decisions taken shall be in line with the directives of the Deputy Secretary (Governance and Compliance), the applicable law, standard practices of Governance and Compliance, departmental policies and the relevant agreements in place.

▪ Recommendations

Any recommendations made should be in line with the appropriate office guidelines/procedures and standing orders and manuals.

8. CHALLENGES

- The incumbent must be effective and efficient in management and implementation of programs on Occupational Safety which has been fully digested in the Department.
- Meeting and liaising with various division and branch to promote safety in the workplace.

5. MAJOR DUTIES

- 5.1 Ensuring Occupational Safety systems are maintained in compliance with Health & Safety Management Act, (Workers Compensation
- 5.2 Coordinating implementation of Occupational Safety Management Plans and monitoring compliance with the plans.
- 5.3 Develop and maintain the organizations Safety Systems by Monitoring and assessing safety standards in accordance with legislative and requirement standard.
- 5.4 Developing training programs on safety issues including hazard management, accident investigations, manual handling, ergonomics and fire safety management in liaison with HRD to ensure such activities are incorporated into the Training Plan.
- 5.5 Maintaining a register of accidents and injuries and providing report to Manager OH&S and OH&S Committee meetings monthly, identifying emerging safety risks in the workplace.
- 5.6 Monitoring compliance of safety activities throughout DoW operation to ensure ongoing compliance to work health and safety standards.
- 5.7 Conduct workplace inspections and assessment and put in place corrective measures where risks are identified and ensure compliance.
- 5.8 Develop reports, documents and forms that a essential and required for compliance.
- 5.9 Establish and maintain adequate and appropriate monitoring and auditing safety management systems

6. NATURE AND SCOPE

This position is within the Policy Compliance Division of the organization and reports directly to the Manager Occupational Health & Safety. Liaise with Regional and Provincial Offices to ensure compliance processes are adhered to.

6.1 Working relationships

Who	Why
Internal	
First Assistant Secretary – Policy Compliance	To ensure procedures and guidelines are available to help the organization report health and safety performance and risk management as part of good governance
Manager – Occupational Health & Safety	To ensure compliance is maintained in all areas of work carried out in/by DoW according to health & safety legislations and DoW policies and processes
DoW OH&S Committee	To promote awareness of health & safety issues and develop a collaborative relationship between management and employees to identify and resolve health and safety problems. Ensure the Internal Responsibility System functions effectively and ensure our department meets occupational health and safety legislation requirements
External	
Other Government Agencies, GEDSI Counterparts	To establish a good working relationship with managers of GEDSI in other departments in implementing GEDSI and establishing network

9. REQUIRED COMPETENCIES**(a) Qualifications**

The incumbent must have Diploma/Degree qualification in Occupational Health and Safety.

(b) Knowledge

The incumbent must have comprehensive knowledge of the Occupational Health and Safety Welfare Act, Regulations and Codes of Practice and must be knowledgeable in Hazard Management Principles.

(c) Abilities and Skills

- Ability to identify safety issues and prepare a comprehensive plan to achieve goals.
- Ability to work with groups of staff to develop safety performance improvement strategies.
- Ability to maintain effective work relationships.
- Good organizational skills.
- Good oral and written communication skills.
- Demonstrate proficiency in the use of email and internet, in the application of software such as MS Word and Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.

(d) Experience

Five (5) to ten (10) years work experience in occupational safety or equivalent role in both private and public sector settings.

Social awareness: Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.

Core competencies (essential requirements) to be effective in the role:

Capability	Level
Strategic Management & Leadership Practice	Essential
Effective Communication	Highly essential
Knowledge of the Public Finance Management Act and related financial instructions and the financial management manual	Essential
Knowledge of the Public Service Management Act, the General Orders and subsequent special general orders	Highly essential
Knowledge of the Departments mandate in relation to its specific road infrastructure development mandate	High essential