

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Health and Safety Adviser** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.*

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – the **Health and Safety Adviser** will provide, operate and maintain best practice health and safety strategies and systems for SPC. The role will provide health and safety reporting and advice in order to promote excellence and maximise company performance through audit, communication and continuous improvement of health and safety systems. The incumbent will develop and implement health and safety improvement initiatives companywide. The role will look to build leadership and commitment to health and safety and develop a culture where all staff take responsibility for the health and safety of themselves and others. The role will ensure effective health & safety systems, processes and practices integrated with the management of our people and our programmes.

The key responsibilities of the role include the following:

1. Excellence in health and safety systems.

Promote continuous improvements in the use of health and safety systems and tools

- Development and implementation of the health and safety plan
- Identification of risk management and hazard identification
- Monitoring systems are implemented and maintained
- Improved health and safety statistics

2. Excellence in compliance

Implementation, maintenance and improvement of policies and procedures. Ensure that hazard identification/site safety compliance is maintained and recorded

- Meet obligations and responsibilities under relevant health and safety legislation
- Ensure health and safety requirements are developed, monitored, and maintained in line with Pacific Communities policies
- Minimised reported workplace accidents

3. Excellence with people

Communicate effectively in order to develop and maintain a positive behavioural environment. Promote health and safety values and train staff in the use of and purpose of health and safety policies, procedures, and processes

- Health and Safety committees operate regularly
- Organise or facilitate health and safety training courses on an 'as needs identified' basis
- Advise staff when required with legislative or practical health and safety advice
- Visit sites and promote safe behaviours through discussing hazards with staff

4. Excellence with information

Encourage maximum reporting of incidents and work with managers to ensure all accident/incidents are openly, accurately and timely recorded and reported

- Production of comprehensive reports that clearly indicate areas of success and areas of improvement in relation to health and safety
- Implement with managers improvement plans for identified areas of improvement
- Incorporate health and safety legislation and compliance into SPC processes and policies

5. Excellence with innovation

Research best practice in health and safety management and implement with managers when relevant. Review paper-based systems and recommends more effective options. Project manager the implementation of approved recommendations

- Implemented technologies that will increase operational efficiency and productivity
- Proactively attained knowledge of new industry methods or processes and applied to situations where applicable
- Researched best practice in health and safety management and implemented

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

1. Qualifications

- Relevant tertiary qualification specialized in Health and Safety or Environmental

2. Technical expertise

- Overall minimum 7 years of relevant experience in health and safety
- At least 5 years of experience in a similar or comparable role
- Working knowledge of the relevant health and safety acts across different regions/countries
- Proven track record in driving a culture that supports health and safety management, encouraging and rewarding excellence
- Excellent leadership, change management and staff management skills.
- Self-management can take initiative and is a solution finder
- Significant experience in providing advice on complex health and safety issues, and in development of health and safety policies

3. Language skills

- Excellent written and oral communication skills for effective communication in English and French

4. Interpersonal skills and cultural awareness

- Demonstrated cultural sensitivity and awareness, and the ability to effectively work with team members from different cultural backgrounds
- Demonstrated ability to develop effective working partnerships and proven interpersonal skills
- Knowledge of Pacific Island countries and territories is an advantage

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

Due to the current travel restrictions caused by the global COVID-19 pandemic, and the priority SPC places on its staff safety, health and well-being, please note that there may be delays in taking up the appointment. These matters will be discussed thoroughly with successful candidates. In most cases, any appointment and on-boarding would only commence when relocation to the duty station is permitted.

Remuneration – the **Health and Safety Adviser** is a band 10 position in SPC's 2021 salary scale, with a starting salary range of SDR (special drawing rights) 3,490-4,267 per month, which converts to approximately XPF 510,921-624,563 (USD 4,852-5,931; EUR 4,282-5,234). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8 % of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 14 July 2021 – 11:00 pm (Noumea time).

Job Reference: SH000075

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Please ensure your documents are in Microsoft Word or Adobe PDF format.

All positions at SPC have specific screening questions. If you do not respond to all of the screening questions, your application will be considered incomplete and will not be reviewed at shortlisting stage.

Screening questions (maximum of 2.000 characters per question):

1. Can you please provide an example of when you have implemented a Health & Safety Plan, including risk management and hazard identification. What steps did you take.
2. Please outline your experience in Health & Safety Systems implementation, including user training and organisation wide adoption and application of the H&S systems.
3. Please outline your experiences in stakeholder engagement and provide evidence of the success of this engagement through training delivered and an enhanced H&S culture.