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# Example of HSSE Advisor Job Description

Our innovative and growing company is looking for a HSSE advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HSSE advisor

* Oversee and coordinate the purchasing of Personal Protective Equipment (PPE) within the Region and advise staff on appropriate PPE for tasks conducted
* Coordinate and provide HSSE advice and direction to Office Safety and Environment Coordinators (OSECs), operational and office staff
* Act as the point for communication to the Corporate HSSE team
* Act as a technical resource for the Joint Health and Safety Committee (JHSC), attending all meetings
* Assist in planning Regional ISO (International Standards Organization) and OHSAS (Occupational Health and Safety Assessment Specification) audits
* Support the Regional Incident Management System
* Manage incoming incident reports, ensuring follow-up is completed and documented as required
* Communicate statistics within the Region on a monthly basis - Conduct investigations as required under the direction of the Geographic HSSE Manager
* Promote HSSE within the Region with a goal of continuous improvement of HSSE cultureOrganize events to promote Health and Safety (may include North American Occupational Safety and Health (NAOSH) week, Lunch and Learns)
* Manage the Regional inspection program to ensure all facilities have been inspected on a monthly basis and corrective actions have been implemented, process includes the annual Workplace Violence Assessment and implementation of the Emergency Response Plans

## Qualifications for HSSE advisor

* Having achieved a satisfactory level of technical skills/knowledge in job-related areas
* Proven change mentality and ability to drive HSSE improvement plans
* Effective interpersonal skills with a flair for building internal and external networks at all organisational levels, including contractors
* Highly effective communication and presentational skills
* Knowledge of Australian regulatory requirements (local procedures and permits)
* Good knowledge and understanding of the planning and execution of logistics activities