



NAVIGATOR TERMINALS UK
UK PROCEDURE

North East SHE Manager

Doc.no.:

Issue:

Job Title	North East SHE Manager	Date August 2018
Organisational Context	<p>Department: SHEQ</p> <p>Reports to: UK SHEQ Manager</p> <p>Reportees: Terminal Assistant SHE Managers & SHE Supervisors</p>	
Job Purpose and Objectives	<p>Deputise for the UK SHEQ Manager in his absence with regard to SHE matters</p> <p>Act as a Navigator Terminals North East Health, Safety and Environmental advisor to ensure that the company discharges its obligations under Health, Safety and Environmental legislation.</p> <p>Provide an effective occupational health, safety, welfare and environmental function by leading the development and implementation of appropriate structures, strategies, policies and procedures across the two terminals.</p> <p>To monitor and manage security across the Navigator North East sites and compile appropriate KPI's</p> <p>Act as a knowledge source with regard to process safety across the two sites.</p> <p>Advise and guide the terminal teams and departmental managers in the strategic management of safety, health, welfare and environmental issues ensuring they are aware of their obligations and are briefed on key issues affecting the terminals and the wider business.</p> <p>Provide senior management emergency cover.</p> <p>Provide input on the functional area to the business strategy, planning and budgeting process.</p> <p>Ensure that the Navigator North East Management Team, managers, health & safety practitioners and representatives have access to accurate and reliable advice, guidance and information on health, safety, welfare and environmental matters.</p> <p>Competent, safe and accurate completion of all allocated tasks as required to maintain the quality performance of the company. To ensure compliance with site security policies and procedures.</p> <p>Complete accurate and timely leading and lagging KPI's</p>	
Key Accountabilities	<p>Provide day-to-day advisory support and services to the Navigator North East terminal management teams, and employees.</p> <p>To keep up to date with legislation, regulations, codes of practice and good practice in relation to health, safety, welfare and environmental issues and identify any implications for the business and necessary action required by the company.</p> <p>To identify and prioritise health, safety and environmental training needs, schemes and initiatives within the company, arranging for, or delivering such training as appropriate.</p> <p>Identify, act and advise on significant implications of reported accidents, incidents, near misses and trends.</p> <p>Carry out, report and make recommendations on inspections, tests, investigations and audits as established by the company safety and environmental management systems.</p> <p>Manage the function of the Navigator north East safety meetings.</p> <p>Maintain an overview of all aspects of safety, health, environmental and quality performance of the UK terminals and advise appropriately.</p> <p>Develop project proposals and after approval, plan actions and budgets. Monitor progression and ensure realisation in agreed quality, time and budget.</p> <p>Ensure that the company is effectively represented to external regulatory bodies including the Health and Safety Executive, Environmental Agency and Local Authorities at all levels.</p> <p>Define services and after approval enter into contracting and/or manage contracts with external professionals/service providers, including performance monitoring in line with internal guidelines and</p>	



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	<p>if needed in cooperation with management, in order to ensure the external professional expertise or support achieves functional objectives</p> <p>Build and maintain professional knowledge and make this knowledge available to managers and other professionals in the network and translate this to the specific Navigator situation, in line with Navigator business needs in order to have best practises contributing to the business performance and compliance with legal requirements.</p> <p>Any other task that may arise in the day-to-day functionality of this position.</p>		
1. Policies	To prepare, monitor and review company policies, codes, practice and procedures including the safety management system relating to Health, Safety and Environmental matters in consultation with the UK SHEQ Manager, Head of SHEQ, terminal management teams, departmental managers and other employees.		
2. Budget Responsibilities	Compile Formulate, monitor and update terminal SHE department budgets Identify compile and update SHE department training budget		
3. Senior Management Responsibilities	Deputise as required		
4. Reporting	<p>In consultation with terminal Management Teams, develop, monitor and report on the annual UK safety, health, environment and quality plan.</p> <p>Monitor and report on Navigator North East Process Safety performance to ensure major hazard risks are managed appropriately.</p>		
5. Other accountabilities	<p>Contribute to the professional development of the SHE staff.</p> <p>Ensuring Site Safety Reports (COMAH), Fire Risk Assessments, Hazardous substance consents, and PPC Permits are current and valid.</p>		
6. Required Education & Experience	<p>Occupational Health and Safety qualification (CMIOSH)</p> <p>Environmental Management qualification (PIEMA)</p> <p>Accident Investigator qualification (e.g. Tripod)</p> <p>10 years experience in chemical or similar industry</p> <p>2 years experience in a safety and environmental related role</p> <p>Computer literate</p>		
Outside Agencies	<p>Environment Agency</p> <p>Health and Safety Executive</p> <p>Local Authorities</p> <p>Customers</p> <p>Contractors</p> <p>Security agencies</p>		



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Competencies	Competency	Level
	Customer Orientation	3
	Quality Orientation	4
	Results Orientation	4
	Continuous Improvement	3
	Eagerness to Learn	4
	Problem analysis and judgement	3
	Vision	3
	Behaviour Flexibility	3
	Negotiation and persuasiveness	3
	Sensitivity	3
	Discipline	3
	Managing Change	3
	Planning and Organising	4
	Coaching and feedback	3
	Directing Performance	3
	Networking	3
	Teamwork	3
	Skills	Level
	Budget Management	3
Business partnership and consulting	3	
Business / report writing	3	
Change management and implementation	3	
Cost management	3	
Crisis management	4	
Emerging Technology	3	
Finance literacy	3	
Knowledge Management	3	
Procedure comprehensive & execution	4	
Process implementation	3	
Project management	3	
Relationship management	3	
Risk management	3	
Safety, Health & Environment	3	
Tank Terminal	3	
Time management	3	
Navigator business know how	3	