



Safety and Environment Advisor Gordonvale QLD 4865

MSF Sugar is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and the third largest miller. MSF Sugar has a 124-year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

Applications are invited for the position of Safety and Environment Advisor reporting to the Senior Safety and Environment Manager. This position is based at our Mulgrave Mill in Gordonvale approximately 20km south of Cairns.

The S&E Advisor role is designed to champion corporate S&E initiatives and deliver the MSF Sugar S&E strategy at a local level. The Advisor S&E will support the local management teams within a designated geography, providing end to end policy, systems and service advice to managers/businesses within their area of responsibility. This includes provision of expert knowledge and skills to facilitate risk control and effective assurance and hence promote a positive safety and environment culture.

The incumbent is anticipated to be involved in the day to day operations of the business across farming, cane supply and milling. This involvement will include participating in S&E activities as a team member; facilitating S&E meetings and committees; coordinating risk assessments and incident investigations and providing up to date regulatory advice. Ideally, the successful applicant will have:

- Formal qualifications in an appropriate discipline.
- Experience in S&E management in a manufacturing, transport or agriculture sector.
- Experience in S&E system implementation and support.
- Experience in delivery of S&E training programs.
- Investigation and report writing skills
- Influence, persuasiveness and the ability to achieve consensus
- Negotiation and tactical skills to implement change

We offer a supportive and positive team environment and an attractive remuneration package will be negotiated. This is an exciting opportunity to be part of a major player in Australian agribusiness.

For further information call Chris Herrington, Senior Safety and Environment Manager 0424 243 634. The position description can be viewed on our website.

To submit applications:

Email: careers@msfsugar.com.au

Applications close 31 August 2017



POSITION DESCRIPTION

POSITION TITLE:	Safety and Environment Advisor Gordonvale QLD 4865
------------------------	--

POSITION AUTHORISATION:

INCUMBENT:	 (Signature) (Date)
PREPARED BY:	General Manager Operational Excellence (Signature) (Date)
APPROVED BY:	Chief Executive Officer (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	
Reports Directly to:	Senior Safety and Environment Manager
Reports Indirectly to:	Factory Managers
Subordinates:	Nil
Team membership:	Administrative support team
Work Site:	All sites
Job Status:	Permanent Full time
Hours in Attendance:	Nominally 38 hours. However work priorities may demand additional hours.
Qualifications / Experience:	3 years experience in S&E (Safety and Environment) management in a manufacturing, transport or agriculture sector. Formal qualifications in an appropriate discipline. Experience in S&E system implementation and support. Experience in injury management. Experience in delivery of S&E training programs.

HR Department Use Only

“Any HARD copies of this document are UNCONTROLLED”

Prepared By: GM OE	Date:	Document Number:	Electronic File & Path: G:\MCMAdminData\Payroll\WINWORD\HR\IPDs\			
Approved By: CEO	Date:	Date Implemented:	Review Date:	Date of initial copy:	Update Version:	Page 1 of 4



POSITION DESCRIPTION

POSITION PURPOSE:

The Advisor S&E role is designed to champion corporate S&E initiatives and deliver the MSF Sugar S&E strategy at a local level. The Advisor S&E will support the local management teams within a designated geography, providing end to end policy, systems and service advice to managers/businesses within their area of responsibility. This includes provision of expert knowledge and skills to facilitate risk control and effective assurance and hence promote a positive safety and environment culture.

The incumbent is anticipated to be involved in the day to day operations of the business across farming, cane supply and milling. This involvement will include participating in S&E activities as a team member; facilitating S&E meetings and committees; and coordinating risk assessments and the like.

AUTHORITY TO ACT

Budget: TBA

Purchasing: Orders up to \$1000

Intervention: The Advisor S&E has the authority to intervene and pause operations and activities should they be deemed unsafe or environmentally unsound.

KEY RELATIONSHIPS (Internal & External)

The Advisor S&E works with local management teams to help implement S&E systems, tools and initiatives. As a part of the team it is expected the advisor will frequently be involved in the hands on implementation of solutions in the business.

Externally the role would regularly liaise with health, safety and environmental regulators (e.g. EPA and Worksafe Departments) as well as worker's compensation and asset insurance agents (e.g. WorkCover, Aon, Vero).

HR Department Use Only

"Any HARD copies of this document are UNCONTROLLED"

Prepared By: GM OE	Date:	Document Number:	Electronic File & Path: G:\MCMAdminData\Payroll\WINWORD\HR\PDs\			
Approved By: CEO	Date:	Date Implemented:	Review Date:	Date of initial copy:	Update Version:	Page 2 of 4



POSITION DESCRIPTION

KEY RESULT AREAS

Areas	Elements
Strategy	Assist in the provision of accurate information, metrics and analysis to enable informed corporate decisions to be made. Develop tactical plans to meet requirements stemming from the organisational strategy.
S&E Compliance	Encourages the prompt reporting of hazards and incidents. Supports management and staff awareness of S&E responsibilities and accountabilities.
Governance	Contributes to S&E consultation processes. Monitor compliance with workplace policies and procedures including by contractors
Risk Management	Undertakes hazard identification, inspections, audits and training Assists in addressing actions identified in S&E and other audits.
Controllable Costs	Operates within budget limitation
HR/People	Support and encourage workplace parties in fostering a positive OHS culture. Provide S&E advice to all business parties.

SKILL REQUIREMENT

Skill Category	Skills
Enabling Skills	S&E technical knowledge Keyboard skills Microsoft Office Applications Writing skills Decision making Reliability Verbal communication
Essential Skills	Tactical skills Report writing Negotiation skills Investigation skills Persuasion skills Achieving consensus

HR Department Use Only

"Any HARD copies of this document are UNCONTROLLED"

Prepared By: GM OE	Date:	Document Number:	Electronic File & Path: G:\MCMAdminData\Payroll\WINWORD\HR\PDs\			
Approved By: CEO	Date:	Date Implemented:	Review Date:	Date of initial copy:	Update Version:	Page 3 of 4



POSITION DESCRIPTION

Desirable Skills	Self-organised Conflict resolution Administration
-------------------------	---

GENERAL

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

HR Department Use Only

"Any HARD copies of this document are UNCONTROLLED"

Prepared By: GM OE	Date:	Document Number:	Electronic File & Path: G:\MCMAdminData\Payroll\WINWORD\HR\PDs\			
Approved By: CEO	Date:	Date Implemented:	Review Date:	Date of initial copy:	Update Version:	Page 4 of 4