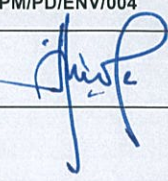
	OFFICERS	PD CODE: ANPM/PD/ENV/004
		APPROVED : G. DA SILVA 
	POSITION DESCRIPTION	CHECKED: E. DA COSTA
		ORIGINATOR: V. CORTEREA
ISSUE DATE : 1 JUL 19		
		REVISION NO: 1

<b>Position Title</b>	: Health and Safety Officer
<b>Location and Department</b>	: Dili, HSE Directorate
<b>Reporting Relationships</b>	: Refer to Organisation Chart No: ANPM
<b>Position line reports to</b>	: Manager - Health & Safety
<b>Positions line reporting to it</b>	: Refer to Organisation Chart of ANPM

## 1. ROLE SUMMARY

- 1.1 The National Petroleum Authority/ Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor Leste's body responsible of managing and regulating petroleum activities in the Timor Lestes' exclusive jurisdiction areas and in the JPDA in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Timor Sea Treaty. The ANPM is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum and natural gas resources. The ANPM also tasked to regulate mineral operations activities in the territory of Timor-Leste in accordance with the applicable legal frameworks.
- 1.1. The Health and Safety (H&S) Officer will concentrate on monitoring the Health and Safety performance of companies involved in oil and gas operations and related activities in the Timor-Leste exclusive jurisdictional area and the JPDA in enforcing the relevant laws and regulations.



## 2. KEY OBJECTIVES

- 2.1. Provide technical and administrative support to the Health and Safety Manager and other officers when required;
- 2.2. Prepare reviews of assessment documents submitted by Operators;
- 2.3. Provide technical and administrative support to the HSE Directorate in the areas of statistical compilation of incident data, perform analysis and reporting, and maintain compliance registers and monthly reporting requirements;
- 2.4. Prepare and assist in formulating the Health, Safety and Environmental database;
- 2.5. Participate in Incident Investigation;
- 2.6. Report to the Health and Safety Manager and provide support and expert advice as required including advising and assisting, and empowering HSE directorate in the area of assessment, monitoring, analysis and planning;
- 2.7. Plan, prepare and undertake Inspections;
- 2.8. Communicate HSE issues effectively with internal and external stakeholders.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Monitoring the HSE performance of companies involved in oil and gas operations and related activities in the JPDA and potentially onshore & offshore Timor-Leste and, where necessary, enforcing the relevant laws;
- 3.2 Assess and review Safety Case, bridging documents, and other HSE related documents;
- 3.3 Perform HSE Inspection of offshore & onshore operations and investigating incidents which will involve extensive travel;
- 3.4 Monitor Corrective Action Plan of operators and be a source of specialist advice to the organisation as a whole;
- 3.5 Provide a regulatory function to verify the effective implementation of appropriate HSE operating systems associated with activities within the ANP's jurisdiction;
- 3.6 Participate in offshore and onshore activities including carrying out investigations into accidents and incidents as required and also involve in preparing for Inspections;
- 3.7 Assist in the generation of Health and Safety and environment reports, memorandum, manuals and booklets; arrange their distribution, preparation of presentations and administrative functions;
- 3.8 Assist Health Safety Manager in compilation of the Health and Safety and Environment monthly reports including statistics provide technical and administrative support to the HSE



Directorate in the areas of statistical Compilation and reporting, maintain compliance registers and monthly Reporting requirements;

- 3.9 Ensure that HSE are highlighted and given the appropriate priority over other objectives;
- 3.10 Maintain proper registration and filling of HSE documents and monitor ANP's HSE activities to ensure compliance with internal standards;
- 3.11 Ensure and participate in effective assessment of HSE related submissions for activities within the ANP's jurisdiction, including, but not limited to:
- Safety Cases, Bridging documents.
  - Perform Risk Assessment and carry out Bow Tie analysis
  - EIA / Environmental Management Plans
  - Oil Spill Contingency Plans
  - Safety
  - Emergency Response Manuals
- 3.12 Any other duties as directed by the supervisor and/or senior management.

#### **4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**

##### **4.1. Essential**

- 4.1.1 Tertiary qualification in Health & Safety, or safety engineering, industrial engineering, chemical engineering, mechanical engineering;
- 4.1.2 At least 2 years working experience in the Health, Safety and Environmental sector;
- 4.1.3 Timor-Leste Nationality;
- 4.1.4 Highly motivated individual and have a keen interest in HSE and in oil and gas;
- 4.1.5 Be medically fit and able to complete Basic Offshore Survival Course including Underwater Escape Training (HUET) and work offshore and in field;
- 4.1.6 Have an International English Language System score above 6.00 or an equivalent qualification;
- 4.1.7 High level communication skills including written and verbal;
- 4.1.8 Proficiency in: Microsoft Windows XP, Microsoft Office and Lotus Notes software.



## 4.2 Desirable

- 4.2.1 Experience in the E&P Industry or Oil and Gas Service Industry;
- 4.2.2 Use of modelling software's, GIS application, risk assessment, developing and maintaining HSE databases and statistics and other packages;
- 4.2.3 An interest in Health, Safety and Environment Issues including lost prevention and controls promoting safety of personnel and Technical writing;
- 4.2.4 A high degree of self-motivation, able to prioritise work, set targets and objectives;
- 4.2.5 Able to communicate in Tetum, Portuguese and Bahasa (written and oral).