



JOB DESCRIPTION

Post Title:	Safety and Enterprise Risks Officer
Reporting to:	Head of Human Resources & Administration
Salary Band:	Band 3 (SR12k - SR15k Basic) + Applicable Allowances

Job Purpose

Responsible for the implementation and compliance of the Corporation's health, safety and risk management policies and procedures within the Corporation activities.

Key Result Areas:

FUNCTIONAL

Health & Safety

Lead the development, implementation and ongoing improvement of health and safety practices that safeguard staff, visitors, contractors and the public, while ensuring SBC's operational continuity and supporting its public-service mandate.

- Advise the Corporation on its statutory obligations in all areas pertaining to safety, and occupational health at work, including statutory training and reporting.
- Ensure the Corporation's compliance with all Health and Safety regulations and best practices
- Custodian of all Health and Safety policies and procedures, and other relevant documentations ensuring that they are relevant and up-to-date
- Ensure established Health and Safety procedures are known and respected by all staff.
- Ensure the completion and regular review of risk assessments for all hazards, work equipment and operations.
- Ensure that all incidents or accidents related to health and safety, are documented, investigated and corrective actions and recommended improvements implemented.
- Ensure that safety inspections and audits are carried out at the recommended intervals.
- Organise sensitisation sessions and drills for required staff as and when appropriate.
- Provide practical guidance, coaching and signposting on health and safety matters to staff, line managers and sections of the Corporation, within the limits of the role's professional competence and approved policies.
- Develop and deliver comprehensive safety training modules for all staff levels.
- Produce reports on all matters associated with area of functional responsibility, whenever required

Risk Management

Responsible for proposing, developing and implementing proactive measures to identify, assess and mitigate operational risks within the Corporation.

Specifically, assist to:

- Develop sets of risk management documentation such as policies, procedure manuals, work instructions, flow charts etc for all main output areas with the aim of mitigating operational risks
- Collaborate with Line Managers and teams to implement corrective and preventive actions.
- Promote a risk-aware culture throughout the organisation through awareness initiatives and training programmes.
- Coordinate and support internal and external audits relating to risk management activities.
- Track and report on the implementation of risk mitigation actions and management responses.
- Collaborate with section managers to ensure risk management practices are integrated into functional processes and decision-making.
- Assess risks associated with new projects, initiatives, systems, and organisational changes.
- Ensure timely escalation of significant risks and issues to senior management.
- Measure and evaluate the effectiveness of the risk management programme and recommend continuous improvements.
- Formulate business continuity and disaster recovery plans for unforeseen disruptions.
- Coordinate crisis response drills and manage the emergency communication chain.
- Perform any other risk management-related duties as assigned by management.

ORGANISATIONAL

Ensure cost-effective utilisation of Resources.

Specifically:

- Eliminate or Reduce Wastage, where identified
- Ensure equipment & assets are used and maintained properly
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs

Play a leading and exemplary role in the development and promotion of a Safety, Health & Environmental culture within the SBC.

Set a personal example in Health & Safety compliance through:

- Observing safe working practices as advised and instructed
- Considering Safety & Health of self and others who may be affected by work activities
- Being an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Reporting incidents or hazards which have led or may lead to injury
- Building and enhancing an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

As part of the Leadership cadre:

- Advise and assist Senior Management in all matters related to the ensuring and management of Safety and Risk aspects within the workplace, commensurate with knowledge, experience and abilities.
- Participate and contribute in relevant meetings and other in-house committees as and when required.
- Work collaboratively with the Executive Team members and other stakeholders to ensure corporate and strategic goals are achieved.
- Carry out relevant duties which may be assigned by the Senior Management team, that are commensurate with knowledge, experience and abilities
- Represent the SBC on external committees, when mandated to do so.
- Contribute to enhancing staff morale and a *one-SBC* team cohesion

Essential Qualifications/Experience/Skills

- Suitable Qualification (E.g. Diploma) in Occupational Health & Safety, Industrial and Labour Relations, Human Resources Management, Business Administration, Finance, Accounting, Auditing, or other related field
- Proven work experience in relevant fields
- Conversant with the Public Service Orders (PSO) and the Employment Act
- Risk identification, analysis, evaluation, and mitigation skills
- Ability to maintain confidentiality and handle sensitive information
- Strong analytical and problem-solving skills
- Data analysis and interpretation skills.
- Able to communicate very well, verbally and in writing with both internal and external customers
- Proficient in Report-Writing
- Exemplary Teamwork acumen
- Good interpersonal and relationship-building skills; able to build rapport and confidence
- Able to form effective working relationship with people at all levels
- Effective organisational and time management skills
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative
- IT Competent, particularly in use of Email, Word and other Microsoft 365 applications at Intermediate Level

Desirable Qualifications/Experience/Skills

- Supervisory & Leadership experience
- Experience in staff wellbeing initiatives, employee support programmes, safety culture campaigns or related workplace engagement activities.
- Experience/Knowledge of a Broadcasting Station's Operations and Processes
- Proven experience as a Quality Officer
- A keen eye for detail and a result driven approach
- Certification in Quality Management such as ISO 9000
- Budgeting and accounts (preparation and control of)
- Full Driving Licence

Core Behavioural Competencies

TEAMWORK	• Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others • Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds • Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
ACCOUNTABILITY	• Takes ownership of tasks and functional responsibilities • Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties. • Justifies decisions taken, with confidence, openness and honesty. • Takes responsibility for seeing efforts through. • Makes sound and fair judgment. • Makes informed and accountable conclusions and decisions. • Is open to feedbacks and uses errors or oversights as learning points
ADAPTABILITY	• Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives. • Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent. • Thinks of ways to make changes work, rather than resisting them. • Makes suggestions for increasing the effectiveness of a changing environment. • Plans ahead and has an alternative option in case things go wrong or unexpected • Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change. • Able to prioritise effectively and plan flexibly to be able to deal with change.
RELIABILITY	• Is dependable and can be relied on in different circumstances. • Gets the job well-done every time and within deadlines. • Shows up to work on time. • Goes the extra mile to produce expected results even in tight deadlines. • Persists through difficult tasks and brings out credible results.
CONDUCT & INTERPERSONAL SKILLS	• Behaves in a professional and appropriate way to set the right example in the workplace. • Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done. • Behaves in a manner that is accepting, respectful and inclusive of all people. • Puts continuous effort into building and maintaining relationships. • Accepts conflict as an opportunity to strengthen relationships. • Responds willingly to requests for help and information, where possible • Is honest and open-minded. • Has a 'can-do' and 'will-do' attitude