

Job Description

职位描述

Department 部门	Health & Safety	Job Designation 职位名称	Senior Manager
Grade 级别	M1	Location 工作地点	Shanghai HQ
Report to (name and title) 汇报人 (姓名及职位)		Director, Health & Safety	
<p><u>Overall purpose of the job</u> <u>职位概述</u></p> <ul style="list-style-type: none"> · Assist senior management and/or Health & Safety Manager to develop and/or implement programs to achieve health & safety objectives as per company's requirements · Assist in maintaining and improving the safety and health standards of the company and all affiliated project sites as the company deemed appropriate. · Oversee all project sites' health & safety performances and promoting safety excellence at worksites. 			
<p><u>Main responsibilities</u> <u>主要职责</u></p> <ul style="list-style-type: none"> · Maintain an up to date knowledge of all relevant legal, regulatory and industry H&S best practices. Ensuring management and staff are kept informed of any relevant changes to legal, regulatory and company H&S requirements. · Maintain comprehensive H&S records and manage all statutory H&S reporting requirements. · Liaise with government bodies, agencies and professional organizations on administrative, regulatory, and licensing requirements. · Identifies common safety/health hazards inherent in the organization's operations, and establishes guidelines for protection from those hazards. Audits safety/health programs for compliance with company standards, government regulations, and adequacy relative to local conditions. · Conduct surprise site visits and participate in safety audits/inspections as and when required. · Personally investigates major accidents or problem areas and recommends future preventive measures · Prepare safety statistics and analysis reports with suggestions on improvements. · Participate in the selection of contractors for development project 			

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· Provide trainings to all KLCL's staff			
<p><u>Competencies required</u> 能力要求</p> <ol style="list-style-type: none"> 1. Apply business acumen. 2. Good ability of managing internal/external customer relationships. 3. Critical thinking & sound decision making. 4. Creative thinking & able to think outside the box. 5. Good interpersonal skill. 6. Good communication and negotiation skill. 7. Honest, dependable, collaborative and show strong ownership, entrepreneurial drive. 8. Passionate, result-oriented and seeking for long-term development. 			
<p><u>Qualification and experience required</u> 资历及经验要求</p> <ol style="list-style-type: none"> 1. Diploma and above in Safety Engineering / Construction 2. At least 5 years of construction site (medium to large size) experience as full time safety staff 3. Good knowledge of local Safety Acts & Regulations 4. Able to speak, read & write English 5. Registered safety engineer will be an added advantage 6. Good in Microsoft office (words, excel & power point) 			