

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation that researches, develops, localises and diffuses technologies to accelerate socio-economic prosperity in South Africa. The organisation's work contributes to industrial development and supports a capable state.

Group Manager: Safety, Health, Environment and Quality (SHEQ)

About the job:

The CSIR has a vacancy for a **Group Manager: SHEQ** in the Safety, Health, Environment and Quality (SHEQ) Function. The incumbent will provide strategic and operational leadership to the Safety, Health, Environment and Quality (SHEQ) group and ensure effective and efficient world class SHEQ services. This position is based in **Pretoria**.

Key responsibilities:

Leadership:

- Active member of the Legal, Compliance and Business Enablement (LCBE) leadership team with joint responsibility for developing and implementing LCBE Strategic and Operational plans.
- Actively leading the SHEQ leadership team and group.
- Develop and deliver an effective SHEQ strategy.
- Monitor the implementation of the SHEQ strategy and report on the progress and remedial actions taken.
- Provide regular reporting to the Group Executive LCBE.
- Manage and develop staff to ensure high quality personnel who are able to achieve performance objectives in support of the CSIR mission and vision.
- Conduct performance management contracting and reviews for all staff at the recommended periods, for the purpose of managing & improving both individual performance and service delivery.

Strategic and Operations Management:

- Provide thought leadership on safety, health, environmental and quality management practices.
- Accountable for developing and implementing the SHEQ Strategic and Operational plans.
- Strategic Management of SHEQ support services to support core research areas both centrally and at the regional sites.
- Consolidation of SHEQ services for optimisation, efficiency and value creation through the use of advanced technological platforms.
- Ensuring provision of effective and efficient SHEQ support services in support of creating a healthy and safe working environment.

- Develop Service Level Agreements with internal customer and ensure delivery against contracted targets.
- Develop and manage financial planning, forecasting and a budget that will be used to initiate, drive and implement initiatives in line with the business strategy.
- Standardisation of processes and systems to realise benefits of economies of scale, harmonisation of information and simplification of processes through application of international standards such as ISO9001.
- Develop and ensure implementation of appropriate safety, health, environmental and quality management strategies for the organisation.
- Establish consistent methodologies for identifying, prioritising, reporting, and addressing safety, health and environmental threats and opportunities.
- Design and develop standard operating procedures (SOPs) for processes/procedures, analyses and validates existing protocols and/or recommends and implements necessary improvement Implement incident prevention programmes and ensure corrective and preventive action is taken on all reported incidents.
- Ensure that CSIR complies with national and international standards such as ISO 14001, ISO 9001, ISO 45001 and other related standards in areas of safety, security, health, environment and quality.
- Ensure appropriate employee training of relevant staff with respect to safety, health, environment and quality strategies and requirements.
- Prepare status reports on safety, health, environment and quality at CSIR sites and communicate these to relevant stakeholders.
- Ensure that all CSIR sites comply with organisational policies, procedures and practices in areas of safety, health, environment and quality.
- Develop and maintain information management systems to facilitate monitoring and evaluation activities including effective change and incident management systems.
- Ensure that all CSIR health care facilities at various CSIR sites meets international quality standards and provide quality services to CSIR staff.
- Determine KPI's in the portfolios and ensure CSIR meets performance targets approved by the CSIR Executive.

Stakeholder Relationship Management:

- Manage relationships with internal and external stakeholders, participate in meetings and forums, and represent the CSIR where applicable.
- Facilitate meetings with stakeholders.

SHEQ Management:

- Ensure compliance with SHEQ regulatory requirements and standards.
- Strategic Management of SHEQ support services to support core research areas and CSIR operational and support activities both centrally and at the regional sites.
- Manage tenant SHE risks

Management responsibilities:

Manage the provision of SHEQ services.

- Manage, mentor, coach and play an advisory role for staff growth and development.
- Conduct performance management contracting and reviews for all staff at the recommended periods.
- Identify training interventions.
- Recommend and draw up developmental plans.
- Dispute resolution.

- Ensure optimal resource deployment.
- Manage transformation within the SHEQ group.
- Manage and lead change to ensure minimum disruption to core activities.

Financial management:

- Develop and manage SHEQ budget.
- Calculate and compare costs for required goods and services to achieve maximum value for money.

Qualifications, skills and experience:

- A three year Bachelor's degree or equivalent qualification in any of the following:
 - Safety, Health, Environment or Quality;
- A minimum of eight years' experience in a senior management role in SHEQ management and business support services;
- Short courses in SHEQ Management is a recommendation;
- Post graduate management qualification or equivalent will be desirable;
- Driver's licence;
- Knowledge of and competence in the provision of SHEQ management services to an RD&I organisation;
- Knowledge and competence in the development and implementation of behavioural based safety programs and process safety programs;
- Proficiency in the use of personal computers and software packages. Ability to read, analyse, and interpret general business periodicals, professional journals, technical procedures and governmental regulations;
- People management skills;
- Ability to write reports, business correspondence and procedure manuals;
- Ability to comprehend and apply mathematical concepts;
- Ability to define problems and collect data, establish facts and draw valid conclusions;
- Excellent presentation and communication skills;
- Exceptional interpersonal relations and networking skills;
- Financial management skills.

Closing date: 16 June 2020

Should you meet the above requirements, please email your CV and supporting documentation to jobapplications@csir.co.za, with your name and surname, position title and title of the relevant position in the subject line, **(e.g. Sipho Khosa, Senior Manager: Employee Relations and Transformation)**

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered

credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.**