

Position Description

Port of Portland

Safety, Health & Environment Manager

January 2025

This document is subject to review from time to time

Section A

Position: Safety, Health & Environment (SHE) Manager

Reports to: Chief Executive Officer

Location: Port of Portland

Section B

Position Objective: The SHE Manager is an important leadership role at Port of Portland, responsible for driving a proactive safety culture and achieving continuous improvement in safety, health, and environmental performance across all operations.

This role involves leading the development and implementation of the POPL SHE systems and processes, delivering the annual OHS Plan, minimising risks and ensuring compliance with all relevant legislation and industry standards.

The SHE Manager will provide guidance to the leadership team, to maintain safe and sustainable operations.

Nature and Scope: Port of Portland is a strategic deepwater Port operating in south-west Victoria.

The Port is owned by Palisade Ports Pty Ltd, an investment managed by Palisade Investment Partners.

Functional Relationships:

Internally

- CEO
- Board of Directors
- Management Team
- Administration and Finance

Externally

- Tenants
- Port Users
- Regulators and Government Agencies
- Contractors
- Community

Review Date	Signed: Employee	Signed: Manager

Section C – Key Tasks and Specific Accountabilities

The SHE Manager is responsible for the following:

1.	Safety Management	
	(a)	Guide the day-to-day operations, ensuring tasks are executed safely, in adherence with organisational policies, procedures and plans.
	(b)	Collaborate with the leadership team to develop and implement strategic plans and initiatives that align with the organisation objectives and industry best practices.
	(c)	Oversee incident investigations, root cause analyses, and corrective action implementation, ensuring lessons learned are communicated and acted upon.
	(d)	Conduct regular risk assessments, safety audits and reviews of work procedures to assess compliance and identify opportunities for continuous improvement.
	(e)	Develop, implement, and monitor all relevant safe work procedures and management systems, identifying opportunities for continuous improvement.
	(f)	Monitor and report safety performance metrics, analysing trends to drive strategic decision-making and proactive improvements.
	(g)	Facilitate and deliver internal training programs to build safety awareness and competency.
	(h)	Actively engage with tenants, users and stakeholders to address concerns, improve safety outcomes and ensure compliance with regulatory requirements.

2.	Environment Management	
	(a)	Develop and implement strategies to minimise environmental impacts including dust, noise, emissions and waste.
	(b)	Monitor and report compliance with environmental regulations, identifying opportunities to enhance sustainability.
	(c)	Establish and maintain strong relationships with regulatory authorities, community groups, and other stakeholders to address environmental concerns and maintain the Port's social license to operate.

3.	Compliance	
	(a)	Ensure compliance with all health, safety, and environmental legislation, regulations and codes of practice, and promote a safe working environment.
	(b)	Lead the development, implementation, and ongoing refinement of SHE management systems to ensure they remain effective and fit for purpose.
	(c)	Serve as the primary point of contact for safety and environment issues, providing guidance and support to managers and employees and contractors.

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Section D – Person Specification

Qualifications

- Previous experience in an Operations, Safety Management or similar role is advantageous but not mandatory.
- Strong knowledge of relevant legislation, regulations and industry standards.
- Certifications in incident investigation methodologies (e.g., ICAM) and risk management frameworks preferred.

Skills and Knowledge

- Proven ability to lead and influence a proactive safety culture.
- Experience in safety performance tracking, reporting, and data analysis.
- Demonstrated project management skills, with the ability to develop and implement safety management processes and strategic initiatives.
- Strong interpersonal skills, with the ability to communicate effectively with both internal and external stakeholders and prepare reports and presentations.

Personal Attributes

- Collaborative and inclusive approach, supporting teamwork and communication across the organisation.
- Strong leadership abilities with a commitment to driving continuous improvements and innovation.
- Resilient and adaptable, thriving in a fast-paced, high-pressure environment, with the capacity to manage multiple priorities.
- Strong analytical and problem-solving skills, with a strategic mindset and ability to balance day-to-day safe operations with long-term strategies.

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