



# Position Description

<b>Position title:</b>	HSE Officer (Urban)
<b>Reports to:</b>	HSE Operations Manager
<b>Business unit:</b>	People, Culture & Legal
<b>Employment category:</b>	Permanent Contract (Employment Agreement)

## About CitiPower and Powercor

As electricity distribution companies we provide safe, reliable and affordable power to 1.9 million Victorian customers. We use our network of poles, wires and infrastructure to bring power to homes and businesses across almost 65% of Victoria — that's more than 120,000 kilometres of wires and 850,000 poles.

But we do so much more than manage poles and wires. We're also the gateway to a clean energy future, dedicated to finding solutions and harnessing new technology to benefit our customers, communities and the environment. This includes industry leading projects in community batteries, demand management, smart charging for electric vehicles (EVs) and microgrids.

And as more customers choose solar, batteries, EVs and smart appliances — the electricity system is becoming increasingly complex, and so too is the level of innovation required to manage it.

## About the People, Culture & Legal team you'll be part of

People, Culture & Legal support the wider business by providing practical, value-add advice and services to the business, supporting the achievement of our strategic objectives, and ensuring that the business is embracing and living our organisational values. Key responsibilities lay in areas of health, safety and sustainability, human resources, organisational capability development, remuneration and benefits, company secretary, First Peoples and legal services.

## Our core values



Live  
safely



Improve  
our business



Be customer  
and community  
minded



Be the best  
you can be



Succeed  
together

# Purpose of the position

The HSE Officer – Urban provides operational, risk-based HSE support and expertise to the Geelong, Brooklyn and Burnley depot workgroups, working in partnership with leaders and operational teams, and under the direction of the HSE Advisor (Urban) to strengthen and enable safe, compliant and effective operations across the Urban region.

## Your key responsibilities

### HSE Support to Operations

Provide practical, risk-based HSE support to operational teams by:

- Supporting the implementation of HSE programs and planned activities under the direction of the HSE Advisor.
- Providing day-to-day HSE advice to leaders and the frontline workforce on hazards, risk control, health and wellbeing, and safe work practices.
- Supporting effective incident and hazard management, including quality investigations, appropriate escalation, and timely communication of learnings and corrective actions.
- Coaching and influencing employees and contractors to strengthen HSE capability, awareness and consistent application of HSE processes, while always driving line-management-responsibility for HSE.
- Promoting proactive hazard, incident and near-miss reporting, grounded in learning organisation principles and a fair and just culture.

### HSE Communication and Consultation

Support effective HSE communication and consultation by:

- Communicating key HSE information clearly, accurately and in a timely manner.
- Engaging the workforce and HSRs in HSE matters and facilitating meaningful consultation.
- Preparing and presenting clear, relevant HSE insights and messages at Work Group Meetings, toolboxes and relevant forums.
- Coaching leaders to engage their teams in HSE matters, to communicate openly and foster an environment where everyone is safe to speak up.

### Risk, Compliance and Assurance

Support the management of HSE risk and compliance by:

- Assisting in the identification of workplace hazards and the development and application of effective controls.
- Promoting risk awareness and providing quality technical input into risk assessment and control processes.
- Verifying that critical controls and Never Compromise Safety Values requirements are in place and functioning as intended.

- Conducting assurance activities, including field engagements, inspections, compliance checks and audits, to verify effectiveness of controls and identify improvement opportunities.
- Identifying, documenting and driving the closure of HSE gaps and corrective actions to an agreed standard, with a strong focus on quality outcomes and continuous improvement.
- Sharing positive practices, learnings and improvements with operational teams and the wider HSE function.

## Stakeholder Relations

Build effective working relationships and collaborate across the business by:

- Developing and maintaining positive, professional relationships with key stakeholders, including Field Delivery Managers, Front Line Leaders, HSE representatives, union representatives, First Aiders, Project Leads and Contractors, to enable safe, compliant and effective operations.
- Actively participating in relevant meetings and forums, including Work Group Meetings, HSE committees, toolbox talks and job start meetings, to support effective engagement and consultation.
- Sharing knowledge and insights and collaborating closely with the wider HSE team to support consistent, aligned and effective HSE outcomes.

## What you'll bring to the business

### Education / Qualifications:

- Bachelor degree in Occupational Health and Safety or related discipline.
- Formal incident investigation training (ICAM is preferred).
- ISO Lead Auditor (desirable).
- Qualification in Environmental Management (desirable).

### Knowledge:

- Foundational knowledge of Victorian OHS legislation, WorkSafe Victoria requirements and Codes of Practice.
- Developing understanding of risk management principles and common hazards within construction and electricity distribution activities.
- Awareness of incident reporting and investigation processes, including internal and regulatory notification requirements.
- Fundamental understanding of safety management systems and the role of field inspections, audits and assurance activities.
- Awareness of contractor and worker engagement, including consultation, communication and safety responsibilities.

## **Experience:**

- Experience in a HSE role preferably within a high-risk industry, such as: electrical distribution, sub transmission, construction, manufacturing, oil and gas etc.

## **The skills and competencies you'll have**

### **'Thought' competencies**

1. Customer focus: Building strong customer relationships and delivering customer-centric solutions
2. Balances stakeholders: Anticipating and balancing the needs of multiple stakeholders
3. Cultivates innovation: Creating new and better ways for the organisation to be successful

### **'Result' competencies**

1. Action oriented: Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
2. Being resilient: Rebounding from setbacks and adversity when facing difficult situations
3. Plans and aligns: Planning and prioritising work to meet commitments aligned with organisational goals

### **'People' competencies**

1. Builds networks: Effectively building formal and informal relationship networks inside and outside the organisation
2. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
3. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences

### **'Self' competencies**

1. Courage: Stepping up to address difficult issues, saying what needs to be said
2. Demonstrates self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
3. Situational adaptability: Adapting approach and demeanour in real time to match the shifting demands of different situations

## **Other relevant information**

- Travel to other work locations / sites may be required.