

Position Description

Position title:	HSE Management System Specialist
Reports to:	HSE Systems, Reporting & Risk Manager
Business unit:	People, Culture & Legal
Employment category:	Contract (Employment Agreement)

About United Energy

As an electricity distribution company we provide safe, reliable and affordable power to 700,000 Victorians in Melbourne's east and south eastern suburbs and the Mornington Peninsula using our network of poles, wires and infrastructure to bring power to homes and businesses across our service territory — that's more than 13,000 kilometres of wires and 200,000 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. That's where you come in.

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

This role supports the HSE management system establishment project by developing, reviewing and adapting HSEMS documentation required for a new operating model.

The role will contribute to HSEMS gap analysis and help establish a practical, field-ready document set aligned with ISO 14001 and ISO 45001 expectations.

Your key responsibilities

HSEMS Document Development

- Develop, review and amend HSEMS procedures, guidelines, forms, templates, registers and field tools required for the new operating model.
- Assess existing HSEMS documents and recommend whether they should be adopted, adapted, retired or newly created.
- Maintain a document development register, including status, owners, reviewers, dependencies and approval requirements.
- Ensure documents are clear, practical, version-controlled and accessible for stakeholders.
- Support consultation, approval, publication and communication of new or changed HSEMS documents.

HSEMS Gap Analysis and ISO Readiness

- Participate in HSEMS gap analysis against the new operating model, ISO 14001 and ISO 45001.
- Identify documentation, process and evidence gaps required for Day 1 readiness and longer-term certification readiness.
- Support development of an ISO-aligned HSEMS structure covering documented information, risk management, operational control, consultation, monitoring, assurance and continual improvement.
- Ensure HSEMS documents generate appropriate audit evidence for future certification and assurance activities.

Stakeholder Engagement

- Liaise with Works Practices to ensure HSE documents correctly reference technical standards and field work practices without duplicating ownership.
- Engage with Operations, HR, IT, Legal, Asset Management, Fleet, Facilities and other stakeholders where HSEMS documents depend on their processes or systems.
- Facilitate review sessions, capture feedback and incorporate agreed changes into controlled documents.

Field HSE Toolkit and Implementation Support

- Support development of practical field-facing tools, including inspection templates, verification tools, incident response guidance, environmental escalation guidance and worker/supervisor quick-reference material.
- Support preparation of briefing, communication and training materials required to implement new or changed HSEMS documents.

What you'll bring to the business

Education / Qualifications:

- Bachelor degree in either environmental science, occupational health and safety, human sciences or equivalent (required).
- A lead auditor or ISO certification (required).

Knowledge:

- Understanding of HSE risks and controls in field-based, operational or high-risk work environments.
- Sound working knowledge of **ISO 45001** and **ISO 14001** requirements.
- Familiarity with incident management, hazard reporting, inspections, audits, corrective actions, risk registers and contractor management.
- Awareness of environmental management, injury management, occupational health, wellbeing and psychosocial risk processes.
- Competence with Microsoft Word, Excel, PowerPoint, Teams and SharePoint.

Experience:

- Demonstrated experience developing, reviewing or maintaining HSE management system documentation.
- Experience in utilities, electricity distribution, construction, infrastructure, asset maintenance or similar environments (desirable).
- Experience supporting management system gap assessments, internal audits, certification, recertification or surveillance audits.
- Ability to translate ISO, legal and business requirements into practical procedures and field tools.
- Strong technical writing skills, with the ability to produce clear, concise and practical documents.
- Ability to compare multiple source documents and identify gaps, overlaps, conflicts and improvement opportunities.
- Strong attention to detail, document structure, terminology, version control and governance requirements.
- Strong stakeholder engagement and consultation skills.
- Ability to identify issues requiring escalation and communicate them clearly.
- Experience with Microsoft Lists, document libraries or similar collaboration/document control tools (desirable).

The skills and competencies you'll have

'Thought' competencies

1. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
2. Strategic mindset: Seeing ahead to future possibilities and translating them into breakthrough strategies
3. Decision Quality: Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate

'Result' competencies

1. Optimises work processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
2. Plans and aligns: Planning and prioritising work to meet commitments aligned with organisational goals
3. Resourcefulness: Securing and deploying resources effectively and efficiently

'People' competencies

1. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
2. Organisational savvy: Manoeuvring comfortably through complex policy, process, and people-related organisational dynamics

'Self' competencies

1. Manages ambiguity: Operating effectively, even when things are not certain or the way forward is not clear
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