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| **JOB NARRATIVE** 1. *Job Purpose and Roles and Responsibilities of the Job*
2. *Organisation Structure, Outcomes/Value Add, Financials & Work Relations*
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| **Basic Details**  |
| Job Title  | Head – EHS  |
| Job Grade/ Level | M9, MMC |
| Function | Head – EHS |
| Business Sector | Manufacturing |
| Location  | Panipat |
| Occupied/ Vacant  | Vacant |
| Name of the Job Holder (Current, if occupied) |  |
| Date (Last updated) |  |
| Approved by |  |

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| **Organisation Structure** *(where does the position stand in the organisation structure of the Business)* |
|  EHS HODLab technicianUnit Head |
| **Job Purpose:** * *Summarizes the main points of the job description which may include key responsibilities, functions, and duties*
* *Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder*
* *Should contain 1 - 3 key points*
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| * The role is responsible to take Panipat unit’s best in class EHS culture in line with National/ International standard.
* To plan, co-ordinate and monitor EHS systems to avoid any incident / accident and ensure EHS legal compliance at Panipat
* The role is also responsible for implementation of ISO 14001 & OHSAS 18001 at Panipat unit of STL.
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| **Key Accountabilities & Outcomes** |
| ***Key Accountability***  | ***Major Activities/ Tasks*** |
| * Plan EHS system
 | * To understand and plan for execution the National / International EHS standards (PSM, OHSAS 18001, ISRS,BSC, Dupont etc.) to maintain the best in class EHS culture.
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| * To Prepare annual EHS budget by considering the gaps emerging out of audits & inspections, enforcement of new rules / amendment and the trend of EHS material consumption.
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| * To prepare EHS yearly planner for raising EHS standard to comply laid down practices, promoting reward & recognition scheme.
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| * Statutory compliance related to EHS.
 | * To identify and check the applicability of legal requirements and maintain the compliance records.
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| * To establish and maintain liaising with Government Bodies (DISH, HSPCB, HSIIDC, FCO, CCoE etc.) while submitting returns / forms as per requirement.
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| * Co-ordination (Internal/ External) related to EHS
 | * To co-ordinate :-
* Various in house / external EHS training and awareness programmes.
* Central and Zonal EHS committee meetings.
* EHS internal and external audit.
* Various EHS campaigns and events to involve and increase awareness among employees.
* Various competitions at State and National levels organized by various institutions to participate.
* Emergency planning and preparedness within the organisation and to the MARG team and Government authorities.
* Attend the outside emergency calls as per requirement.
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| * Effective implementation of EHS system and practices
 | * Advice the top management on :-
* Implementation of gaps emerging out during audit & inspection and risk assessment for ensuring system compliance.
* Implementation of corrective and preventive actions of accident, incident & near-miss investigation.
* Maintenance of EHS equipment as per planner to ensure the reliability and availability during the requirement.
* Performance of ETP & other environmental parameters to ensure that effluent parameters & other environmental parameters are as per the HSPCB norms.
* Carry out the surprise audit, inspections and surveys to monitor the EHS system effectiveness.
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| * Training and Development
 | * Prepare Succession plan.
* To implement various EHS tools & techniques for best-in-class EHS culture.
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| * Implementation of ISO 14001 & OHSAS 18001 by establishing documentation, identifying areas of improvement & preparing management programme, facilitating training & conducting audit and closing NC’s.
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| **Work Relations (Internal and External)** |
| ***Internal Relations**** *Main interface of the Job Holder (Working relationships with Key stakeholders/ internal customers*
* *Other Job Holders that the Job holder have may to liaise, report or coordinate with*
 | ***External Relations**** *Main interface of the Job Holder (Working relationships with Key stakeholders/ external customers*
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| * All employee and contract Workers
 | * DISH Officials, Govt. Authorities,
* Medical facilities
* Vendors
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| **Key Dimensions**  |
| ***Financial Dimensions**** *List the significant numerical data which will reflect the scope and scale of activities concerning this job such as budget, cost, revenue etc.*
 | ***People Dimensions**** *Mention the team size (direct repartees only) the Job Holder would have to manage for the scope of activities concerning to this role*
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| * Annual budget of approx. Rs. 2 Crores including revenue and capex jobs.
* Reduction in Insurance Premium
 | * Regular employee – 2 Nos.

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| **ACHIEVEMENT PROFILE*** *What are the capabilities required by the Job Holder at this position?*
* *Specify Knowledge (technical expertise), experience, skills, behavioural competencies, personality required*
* *It depicts candidate profile for making hiring decision and helps incumbent profile for competency mapping*
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| **Education Qualifications / Background*** *State minimum qualification required by the Job Holder to work effectively on this position*
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| * B.E (Fire) / B.E. (Chemical / Mechanical) / M.Sc. (Chemistry) and Post Graduate Diploma in Industrial Safety.
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| **Relevant and Total Years of Experience** * *Mention years of experience required for the job*
* *Elaborate more of the relevance / type of the job experience required by the role*
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| * Minimum 10 Years of experience in EHS.
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| **Technical/Functional Expertise*** *Stare minimum proficiency required on specific technical or functional skills required for the Job Role*
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| * Knowledge of Statutory provisions regarding EHS & Fire.
* Strong analysis skills.
* Exposure in chemical safety.
* Knowledge of QC laboratory (FG, RM & Water Analysis)
* To establish and maintain liaising with Government Bodies (DISH, HSPCB, HSIIDC, FIRE, FCO etc.) while submitting returns / forms as per requirement.
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| **Behavioural Competencies *(List only 3- 5 specific behavioural competencies)**** *State behavioural competencies required to function effectively at this position*
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| * Good listener.
* Ability to develop interpersonal relations.
* Decision making.
* Leadership qualities.
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| **Personality *(List only 3- 5 specific personality characteristics)**** *Write personal characteristics/ personality type that is suitable to work at this job level.*
 |
| * High level of patience,
* Co-Ordination,
* High level of concentration
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