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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 HOD  Lab technician  Unit 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* |
| * 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. |
| * 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. |
| * To prepare EHS yearly planner for raising EHS standard to comply laid down practices, promoting reward & recognition scheme. |
| * Statutory compliance related to EHS. | * To identify and check the applicability of legal requirements and maintain the compliance records. |
| * To establish and maintain liaising with Government Bodies (DISH, HSPCB, HSIIDC, FCO, CCoE etc.) while submitting returns / forms as per requirement. |
| * 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. |
| * 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. |
| * Training and Development | * Prepare Succession plan. * To implement various EHS tools & techniques for best-in-class EHS culture. |
| * 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* |
| * 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* |
| * 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* |
| * B.E (Fire) / B.E. (Chemical / Mechanical) / M.Sc. (Chemistry) and Post Graduate Diploma in Industrial Safety. |
| **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* |
| * Minimum 10 Years of experience in EHS. |
| **Technical/Functional Expertise**   * *Stare minimum proficiency required on specific technical or functional skills required for the Job Role* |
| * 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. |
| **Behavioural Competencies *(List only 3- 5 specific behavioural competencies)***   * *State behavioural competencies required to function effectively at this position* |
| * Good listener. * Ability to develop interpersonal relations. * Decision making. * Leadership qualities. |
| **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 |