

JOB DESCRIPTION

JOB TITLE: Safety and Crisis Management Manager
SERVICE LINE: Security, Safety and Crisis Management
REPORTS TO: Deputy Director – Security, Safety & Crisis Management
DATE CREATED: 10 June, 2016
DATE MODIFIED: 3 March, 2017

JOB SUMMARY

The incumbent is responsible for implementation of the Port Authority of the Cayman Islands (PACI) safety policies and procedures with compliance to safety and health rules and regulations. The incumbent reports, evaluates, and when necessary investigates all work-related accidents.

ROLE & RESPONSIBILITIES

Financial and Operational

- Audits safety policies and procedures and assists in updating and drafting new policies and procedures
- Ensures continued compliance with PACI policies, procedures, rules, and regulations
- Identifies potential safety issues and recommends corrective actions, as well as follow-up verification
- Ensures safety records are maintained in accordance with regulatory requirements
- Conducts special and periodic health and safety inspections to identify safety and environmental hazards, and maintains records of inspections
- Responds to the scene of employee personal injury accidents and environmental related incidents, conducts accident / incident investigations, and produces investigation reports
- Maintains departmental safety-related data and accident statistics for reporting purposes
- Observes employees performing job duties to ensure safety compliance
- Assists Risk Management with the handling of Worker's Compensation claims to include injury investigations, scheduling medical appointments, handling work restrictions as ordered by medical practitioners and return to work assignments
- Conducts employee training on managing employee health and safety
- Assists in the development of safety and crisis management budgets
- Provides input to management on establishing appropriate Key Performance Indicators (KPI), and is responsible for analysing and measuring the department's performance
- Assists in pre/post natural disaster activities
- Undertakes any reasonable training that the Company may require, including includes training for current or new duties as well as the periodic reassessment of existing certifications
- Ensures compliance to all policies, procedures, Standard Operating Procedures (SOP), with recommendations for action and continuous improvement
- The incumbent may be required to perform other duties as directed by the Port Director, Deputy Port Director – Security, Safety & Crisis Management or designate

Communication

- Collects and disseminates information appropriate to the furtherance of PACI's goals and objectives
- Collaborates with other departments on cross-department initiatives
- Holds meetings with managers on a routine basis and as required
- Provides effective communication to management, employees, and other stakeholders

QUALIFICATIONS & EXPERIENCE

- A Bachelor degree from a recognised college or university with a major in Occupational Health and Safety
- At least four (4) years of experience in a workplace safety position, with a minimum of two (2) years in a senior level role
- A thorough knowledge of: conducting accident and workplace safety audits and investigations; operations and associated safety and chemical / hazardous materials issues; development of injury and illness prevention programmes; and standard safety equipment used in public work occupations
- Must have a valid Cayman Islands driver's license

PREFERRED SKILLS

- Ability to understand, learn and adhere to PACI policies and procedures, standards, laws and regulations
- Advanced analytical, research, problem-solving, decision making, time-management, interpersonal and customer service skills
- Proven leadership and strategic thinking skills
- Excellent verbal and written communication skills including business writing, report preparation and public speaking skills
- Ability to research and understand safety and risk management issues, and identify appropriate methods to address them
- A strong understanding of reporting and budgeting
- A high level of maturity, professionalism, initiative, and ability to maintain confidentiality
- Ability to succeed in an environment of pressing deadlines and changing conditions
- Ability to develop and implement comprehensive programmes for health and safety
- Experienced in Microsoft Office suite

Personal Attributes

- Ability to lead yourself and others, through delivering results with integrity and in a responsible, inclusive and resilient manner
- Skilled at building and maintaining genuine relationships that are built on trust, networking both internally and externally
- Possess a wealth of knowledge and insight, and a willingness to continuously learn, considering a broad range of perspectives, and creating value through innovation
- Effectively apply a range of technical capabilities, while maintaining prescribed standards to deliver quality and value for customers; collaborating with team members and continuously building technical expertise and knowledge

ASSIGNMENT & PLANNING OF WORK

The incumbent must have the initiative and drive to identify areas that require attention, the ability to work independently with minimal input from the Port Director, and the ability to plan his/her own work to meet targets and deadlines.

SUPERVISION OF OTHERS

- The position has no direct supervisory responsibility

WORKING CONDITIONS

Environment

Work is performed primarily in a standard office environment with occasional travel to different sites. This is a full-time position. Standard days and hours of work are weekdays 8:30am – 4:00pm. The incumbent may be required to work extended hours including evenings, weekends and public holidays and may be required to travel (primarily to the Sister Islands, the Caribbean and North America).

Physical

Primary functions require sufficient physical ability and mobility to work in an office setting. This includes the ability to stand or sit for prolonged periods of time, and to occasionally stoop, bend, kneel, crouch, reach, and twist. Additionally, the incumbent may be required to lift, carry, push, and/or pull light to moderate amounts of weight, to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Travel to other locations using various modes of private and commercial transportation is occasionally required. The incumbent must verbally communicate to exchange information.

Vision

See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing

Hear in the normal audio range with or without correction.