



Based in Pambula, NSW

PLEASE READ THIS PACKAGE CAREFULLY AS IT PROVIDES DETAILED INSTRUCTIONS FOR YOUR APPLICATION

Dear Applicant,

Thank you for your interest in a position with Pyramid Power. You will find below an Overview, Position Summary, Skills, Experience Requirements and Selection Criteria.

To apply, please provide the following:

1. A covering letter stating the reasons for your application and how you believe you can contribute to our team
2. Your resume or curriculum vitae detailing your education, training, employment qualifications and history, with at least two independent referees and their contact details
3. Your response to our Selection Criteria

Please ensure that you have provided all of the above as, to retain fairness, only applicants providing all the details can be considered.

email to: jobs@pyramidpower.com.au

with email Subject field marked: OH&S Officer Job - *Your Name*

or post to: Pyramid Power, Job Applications, PO Box 264, Pambula NSW 2549

This package is self-explanatory - if you need clarification please email to the above address.

Please note enquiries cannot be dealt with over the telephone.

APPLICATIONS CLOSE Sunday Night, 30 May 2010

PYRAMID POWER - OH&S RISK OFFICER

OVERVIEW

As the expert in Occupational Health and Safety and in Risk Assessment and Mitigation within the Company you will be responsible for formulating implementing strategies to ensure that our staff, contractors and customers are kept as physically safe as practicable.

You will be responsible for building and maintaining strong relationships with key internal and external individuals and organisations and will be required to maintain and grow safety within our organisation.

As a member of the Pyramid Power team, you will be expected to work as part of a professional team working towards achieving the company's strategies, objectives and mission.

It is expected that targets will be met by you as the OH&S Officer and of company, in particular the Operations Department.

Some interstate travel perhaps up to one week at a time may be required.

You will report to the Corporate Services Manager.

POSITION SUMMARY

As OH&S Officer, these are the things you will ensure:

- Formulate objectives, and implement strategies to ensure OH&S statutory and company standards are consistently met by all in the company, in particular field and operations staff and contractors
- Operate and maintain an up to date data base of OH&S legislation, industry standards, our policy and procedures, and compliance information and disseminate to company staff as appropriate
- Establish and maintain the achievement of performance targets and formulate techniques to apply OH&S seamlessly to new organisational units as the company rapidly grows
- Plan, coordinate and enforce OH&S compliance on-site at customer premises during installations and maintenance activities and that related documentation is completed, processed, lodged and filed
- Formulate OH&S training programs and effectively inform and train staff to ensure requisite OH&S culture, practices and procedures are understood and practiced to required levels
- Research and report to management updated OH&S statutory and industry requirements
- Prioritise tasks, maintain a progress summary and report your job performance regularly and as requested to your Manager
- Provide OH&S information and advice for the works budget including equipment replacement details

And as a key part of a team, these are things you will contribute to:

- Provide advice and liaise with employees to resolve OH&S issues at the work site level
- Train Operations Division management, and staff in OH&S policy, procedures and techniques
- Managing relationships within and outside the Company
- Be a proud and professional representative of the Company, our team and our products and services.

Remuneration - Pyramid Power will negotiate an appropriate package with successful applicants based on skills, ability and experience.

SKILLS, EXPERIENCE REQUIREMENTS AND SELECTION CRITERIA

Please to respond one-by-one (in around 100 words or so) to each of the following points.

You must satisfy each of the MANDATORY requirements, otherwise please do not apply.

Qualifications

1. Tertiary Qualifications or high level of skills and knowledge bourn of experience in OH&S - MANDATORY

Knowledge and Experience

2. Demonstrated experience in OH&S application to field service activities - a minimum of 5 years experience in the building, construction, electrical, plumbing, housing or similar - MANDATORY
3. Proven knowledge of current industry OH&S requirements and practices - MANDATORY
4. Current unencumbered driver's license (site visits will be involved) - MANDATORY
5. Experience in dealing with a range of stakeholders including families, commercial entities, community groups and possibly government organisations
6. Proficiency in general computer software skills including Google and MS Office
7. Proven track record working directly with industry teams in a high growth organisation

Skills and Abilities

8. Interpersonal skills to deal professionally with regular contact at management level
9. Able to influence typical site work teams whilst also retaining an effective working relationship
10. Excellent IT and organisational skills
11. Ability to deliver information effectively to teams
12. Excellent planning and organisational skills
13. Strong problem solving skills

Personal Attributes

14. Self-starter with a can-do attitude who sets priorities and is driven by outcomes
 15. Poise, maturity and an ability to amicably resolve OH&S issues
 16. Highly motivated with a will to learn and develop new skills
 17. Natural leadership ability with a positive attitude and team-work approach
 18. An even temperament, a sense of humour and the ability to multi-task
 19. Sound judgement, discrete, well presented and confident
 20. Resourceful, creative and likes to develop new ideas
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