

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Safety

EXAMPLE 1

PROFILE

A qualified OHS Advisor with sound supervisory and leadership experience, who is proficient in legislation and strategies to ensure efficient business production. I possess strong planning, organisational and interpersonal attributes enabling me to work effectively within a high pressure environment. I am always open to learning new skills and committed to pursue the best interests of the organisation.

SKILLS & ATTRIBUTES

- Supervising small teams involved in developing daily / weekly operational plans, managing staff grievances, budgets and rostering and professional development
- Thorough knowledge of OH&S legislation, compliance codes, Australian standards and applying it in practical form
- Experienced in the application of risk management principles by developing risk assessment methodology and documentation, risk matrix and control / monitor documentation
- Managing incident investigations from laboratory to plant level
- Facilitation of emergency management of scene and casualties
- Proactive and flexible in approach with excellent time management, ensuring work is completed to a high quality
- Highly motivated, flexible and a self-starter who can accept responsibilities and work to deadlines
- Proven ability to multi-task and work under pressure with minimal supervision
- Excellent verbal and written communication including the preparation of reports, policies & procedures, training materials and committee papers
- Passionate, loyal, honest and friendly
- Strong computer literacy - software experience includes Microsoft Office, Excel, Outlook and PowerPoint, LIMS, DRIMS, SAP and Photoshop

Safety

EXAMPLE 2

PROFILE

Having completed a Bachelor of Education at the University of Melbourne, I successfully established my career with tertiary education providers as a vocational trainer and educator in the not-for-profit, private and government sectors.

Furthering my education at Holmesglen TAFE in the OHS Diploma, I progressed to safety training, leadership and advisory roles, in industries that included: manufacturing, banking, food processing, hospital, health services and local government. My roles in safety encompass the development and management of H&S systems, compliance, improvement, planning and the provision of high quality customer service.

SKILLS & ATTRIBUTES

Strategic Thinking & Technical Expertise

- Capacity to understand complex problems, analyse data, identify trends, evaluate potential solutions and initiate strategies to determine best action plans and mitigate risk
- Safety, health and environment problem solving with proven ability to recognise and identify gaps and implement practical plans and actions
- Manage and investigate incidents, hazards and risks and resolve with appropriate plans and actions
- Conduct audits, inspections and risk assessments in line with legal requirements, policy guides and standards, undertake safety research, create appropriate templates, tools and share points
- Analyse, report and implement mitigation strategies, projects and plans to successful outcomes
- Effectively manage workers compensation, rehabilitation and RTW
- Advise on all H&S including fire safety, PPE, first aid, contractor safety, emergency planning, industrial hygiene, health monitoring and emergency situations in a clear decisive manner to key personnel
- Review H&S policy and procedure for currency with legislation and regulations

Management & Leadership

- Team leader with proven ability to provide support, advice, training and direction while prioritizing workloads and meeting timelines
- Work successfully with managers and teams to develop and facilitate appropriate practice, OH &S goals and establish a culture of continuous improvement

Customer Service

- High quality service delivery for all stakeholders with commitment to effectiveness and innovation
- Timely accurate professional advice and guidance to managers, staff and executives. Coordination of safety software systems for chemicals, risk assessment, incident reports, training and induction.

Communication & Interpersonal

- Effective strong written and verbal communication to a variety of business types
- Ability to consult, liaise, listen and influence across all levels, utilising multiple methods
- Facilitate quality training sessions, create and deliver presentations and reports for all groups including executive meetings
- Sense of integrity, ethics and responsibility on a personal and professional level