

Position Description

Health, Safety and Security Advisor

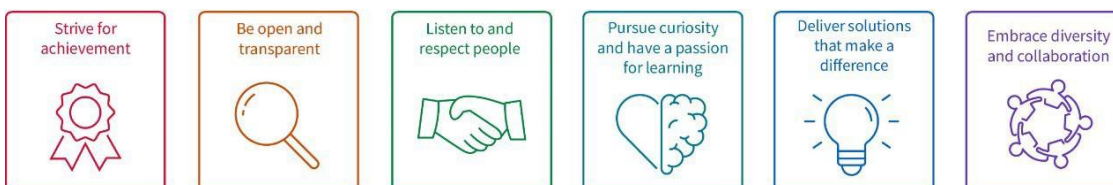


Position Title	Health, Safety and Security Advisor
Work Area	Safety, Security, Safeguarding, Risk and Compliance
Supervisor	General Manager - SSSRC
Incumbent	

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Our Values



Purpose and Objectives

The Health, Safety and Security Advisor is responsible for leading and continuously improving Tetra Tech International Development's health, safety, security and duty of care management across our corporate and program footprint in Australia, the South Pacific and Southeast Asia. The role provides leadership, strategy, technical advice and operational support to ensure the safety, security and wellbeing of employees, consultants, partners and other personnel, while supporting the successful delivery of programs.

The position has responsibility for ensuring Tetra Tech fulfills its duty of care obligations to personnel undertaking domestic and international work, including travel, deployments and program delivery in diverse and complex operating environments. The role ensures compliance with applicable work health and safety legislation, client requirements, international best practice and Tetra Tech policies, while fostering a proactive health, safety and security risk management culture that enables safe, secure and effective operations.

The Health, Safety and Security Advisor will sit in the Safety, Security, Safeguarding, Risk and Compliance (SSSRC) Team and collaborate closely with team members.

Strategy, leadership, governance and integration

- Collaborate with the General Manager – SSSRC, the IDV Leadership Team and program teams to ensure the effective implementation of Tetra Tech's health, safety and security processes across Tetra Tech International Development. Identify gaps or opportunities for improvement.
- Build and maintain effective working relationships with stakeholders across corporate functions and program teams to support the consistent implementation of health, safety and security requirements.
- Collaboration with SSSRC team to identify intersections, opportunities for integration and technical advice.
- Ensure ongoing compliance with Tetra Tech duty of care standards.

Risk management, frameworks and program support

- Assist in the development of a health, safety and security risk management framework, including a suite of tools and templates (e.g. country/program plan templates, incident/crisis management, risk assessment, briefings, etc).
- Support programs to conduct health, safety and security risk assessments, and ensure practical and proportionate risk controls are implemented appropriate to local operating environments.
- Assist in the development and implementation of country health, safety and security plans, including risk assessments.
- Support corporate and program teams in differing threat environments across the world.
- Provide workplace health and safety technical support on infrastructure programs.
- Travel domestically within Australia or to program locations will be required intermittently.

Security, travel and operational safety

- Monitor all international travel conducted and if applicable participate in travel and deployment decisions.
- Provide support for travellers including pre-travel health, safety and security briefings, review, and implementation of in-country security protocols.
- Monitor, assess, and analyse security trends, changes in country contexts and emerging threats through open-source reporting and field security networks.

Capability building, training and health management

- Ensure that all corporate and program personnel are trained in health, safety and security procedures and prevention. Identify training gaps and improvement opportunities and assist in the development of updated or new training.
- Facilitate the Medical Assessments process for corporate and program personnel.

Crisis management and emergency response

- Support the crisis management team and response to all incidents that impact staff and/or operations, including post incident analysis to identify lessons learned and improve future responses.
- Support liaison with government, United Nations, other diplomatic personnel, and NGO representatives regarding information sharing and crisis response activities.

Business development, tenders and commercial risk

- In collaboration with IDV Leadership, Executive General Managers and business development teams, support the early assessment of new business opportunities to reflect safety and security requirements, associated risks and any other relevant compliance considerations.
- Provide input and review content relating to safety, security and safeguards in tender, quote and related documentation.
- Contribute to and review any commercial considerations relating to safety, security and safeguards at tendering and pricing stage.
- Provide health, safety and security technical input on tenders and proposals, including risk, commercial and budget considerations.

Selection Criteria

Qualifications

- Certification in a security-related field or bachelor's degree in a related field desirable.

Experience

- Demonstrated recent experience in health, safety and security risk management in the international development or humanitarian sector
- Demonstrated experience working in high-risk settings within Asia and/or the Pacific desired.
- Experience in safeguarding, environmental sustainability or related risk and compliance functions is desirable but not essential

Skills and Attributes

- Ability to listen actively, be curious and communicate effectively with a diverse range of people and cultures
- Ability to self-manage the allocation of priorities and deadlines
- Possess and demonstrate diplomacy and discretion
- Proven problem-solving ability
- Ability to work independently and collaboratively.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.