Chief Inspector, Major Accident Hazar Sector (Process Safety)
Chief Inspector, Non- Industry Sector (Occupational Health)

Overall Role & Responsibilities
Reporting to the CEO of the Safety, Health and Environment National Authority (SHENA), the Chief Inspectors will be part of the SHENA Senior Leadership Team.

The Chief Inspector is expected to be fully appraised of all aspects of regulatory enforcement framework and considerations in his/her sector.

The Chief Inspector will manage the running of his/her sector and provide competent advice to the CEO on matters pertaining to the continuous development and direction of the organization.

Key Responsibilities
- To advise and converse on technical matters pertaining to the sector;
- To assess weaknesses in regulatory compliances;
- To provide guidance and advice on good practice and maintains knowledge of advancements in technologies and standards;
- To provide input into the running of the authority as a member of the senior leadership team (SLT);
- To ensure budgets are prepared, managed and available for the sector;
- To liaise with other Chief Inspectors and to ensure consistency of approach across all sectors;
- To be responsible for the management of the inspectors within his/her sector;
- To provide status reports as and when required to the CEO;
- To liaise with stakeholders, ensure effective communications, influence and advise on safety health and environment matters;
- To maintain an overview of licensing framework under the sector;
- To be responsible for own development and supporting the development of staff;
- To maintain a suitable level of fitness to perform duties in this environment.

Requirements and competencies
- Engineering degree or relevant degree/qualification deemed relevant by SHENA;
- Proven experience in senior/management position;
- Subject matter expert in Process Safety OR Occupational Health;
- 15-20 years working in relevant industry;
- Recognized safety, health, environment qualification is preferred, subject to evaluation;
- Member of recognized Safety Institute preferred E.g. IOSH;
- Have good, proven communication and analytical skills and be a people’s person, having the ability to interface with stakeholders on behalf of the CEO and the organization;
- Have significant work experience in a relevant working environment and be knowledgeable of the local sensitivities that govern the protocols followed in government and industry;
- Ability to motivate, coach and develop others;
- Ability to demonstrate understanding of balance between economics and safety;
- Ability to effectively communicate, manage stakeholders and conflicts;
- Ability to deliver results through others;
- Understanding of the legal aspects of Safety and Health management is preferred.
Senior Inspector, Non-Industry (Medical)

Overall Role & Responsibilities
Reporting to the Chief Inspector, Non-Industry sector

The Senior Inspector will provide knowledgeable input into the implementation of relevant safety, health and environmental legislation and legal policy.

The Senior Inspector are expected to visit any location within any sector. He/she will lead and conduct inspections and accident/incident investigations: and interface with all levels of management within the organisations under his/her remit.

Key Responsibilities

- To converse on technical matters pertaining to non-industry sector;
- To assess weaknesses in regulatory compliance;
- To provide guidance and advice on good practices and maintain knowledge of advancements in technologies and standards;
- To ensure team’s activities are conducted in a consistent and professional manner in line with the SHENA policies and procedures;
- Manages his team of inspectors and supports the management of SHENA activities;
- Visiting/inspecting premises to verify safe processes and compliance to relevant Safety, Health and Environmental orders, regulations, standard and procedures;
- Assess/review relevant license application for organisations under his/her remit;
- Investigating accidents and complaints;
- Liaise with his stakeholders, influence and advise on safety health and environment matters;
- Preparing for and presenting legal cases;
- SHENA Duty Officer as scheduled;
- To be responsible for own development and supporting the development of staff;
- The Senior Inspector will also maintain a suitable level of fitness to perform duties in this environment.

Requirements and competencies

- Medical degree or relevant degree/qualification deemed relevant by SHENA;
- 10-15 years working in relevant industry;
- Recognized safety, health, environment qualification is preferred, subject to evaluation;
- Subject matter expert in Medical matters;
- Member of recognized Safety Institute preferred E.g. IOSH;
- Have significant experience of working in non-industry sector ie medical institution and have a strong practical knowledge and understanding of hazard management and risk control;
- Have proven good communication and analytical skills; and the ability to influence and guide;
- The Senior Inspector will have an engineering or relevant background and will be able to converse and understand the terminology used in his sector;
- Ability to motivate, coach and develop;
- Understanding of the balance between economics and safety;
- Ability to effectively communicate, manage stakeholders and conflicts;
- Ability to deliver results through others;
- Understanding of the legal aspects of Safety, Health and Environmental management is preferred.
Inspector

Overall Role & Responsibilities
Reporting to the Senior Inspector.

The Inspector will support the implementation of relevant safety, health and environmental legislation and legal policy.

The Inspector is expected to visit any location within any sector to support and at times, conduct routine inspections and support accident/incident investigations. He/She will interface with the relevant levels of management within the organisations under his/her remit.

Key Responsibilities

- To converse on technical matters pertaining to the sector;
- To assess weaknesses in regulatory compliance;
- To provide guidance and advise on good practices and maintain knowledge of advancements in technologies and standards;
- To be responsible for delivering the work plan as stipulated by the Senior Inspector;
- To maintain a clear overview of the organisations and topics within his/her remit and ensure any issues that may arise are dealt with in a timely, effective manner and raised to his Senior Inspector, as appropriate;
- To conduct activities in a consistent and professional manner in line with the SHENA policies and procedures;
- To visit and or inspect premises and verify safe processes and compliance with relevant Safety, Health and Environmental orders, regulations, standard and procedures;
- To assess and or review relevant license application for organisations under his/her remit;
- To investigate accidents and complaints;
- To liaise with stakeholders, influence and advise on safety health and environment matters;
- To support the preparation of legal cases;
- SHENA Duty Officer as scheduled;
- To be responsible for own development and supporting the development of staff;
- To maintain a suitable level of fitness to perform duties in this environment.

Requirements and competencies

- Engineering/Environmental/Mechanical/Electrical/ degree or relevant degree/qualification deemed relevant by SHENA;
- 5-10 years working in relevant industry;
- Recognized safety, health, environment qualification is preferred, subject to evaluation;
- Possess an engineering or relevant background is an advantage;
- Subject matter expert in the following:
  - Environment OR
  - Pressure Vessels OR
  - Wells OR
  - Project Management OR
  - Process Safety OR
  - Electrical OR
  - Pipelines OR
  - Marine OR
  - Safety Management System for Educational Institutions.
- Have relevant experience and general practical knowledge and understanding of hazard management and risk control;
- Have good communications and analytical skills; with an ability to influence and guide others;
- Have the ability to converse and understand terminologies used in the sector;
- Ability to motivate, coach and develop;
- Understanding of the balance between economics and safety;
- Ability to effectively communicate, manage stakeholders and conflicts;
- Understanding of the legal aspects of safety, health and environment management preferred.
Legal Officer

Overall Role & Responsibilities
The Legal Officer will report to the Chief Legal Officer of the Safety, Health and Environment National Authority (SHENA).

The Legal Officer will provide advice and support to SHENA on all legal matters, in relation to SHENA operations and its relevant legal framework with focus on safety, health and environment matters.

Key Responsibilities

- To assist and support Chief Legal Officer for all legal matters within SHENA;
- To support the Legal department and represent SHENA in legal discussions with relevant stakeholders;
- To draft, vet, review, develop, provide advice on regulations, legislation, agreements, contracts and any other legal documentation related to the operation of SHENA;
- To prepare policy recommendations, processes and other related legal instruments;
- To support the setting up and maintenance of all legal policies, processes and systems;
- To support the development and maintenance of the SHENA Legal framework;
- To provide legal advice and support on all SHENA matters;
- To continuously develop self-knowledge and understanding on Safety, Health and Environment technical and legal matters;
- To perform other duties as required from time to time;
- To maintain a suitable level of fitness to perform duties in this environment.

Requirements and competencies

- LLB (Hons) degree or an equivalent degree/qualification from a university accredited by Negara Brunei Darussalam;
- 5-10 years relevant working experience;
- Have suitable work experience in a relevant working environment;
- Knowledgeable of the protocols followed in government and industry; cognisant of local sensitivities;
- Proven strong communication skills in Malay and English both verbal and written;
- Analytical, methodical and forward thinking;
- Ability to analyze, assess, manage and report on legal matters and be prepared to guide and support the SHENA organization;
- Court experience is an advantage;
- Excellent drafting and research skills;
- Past experience in developing legislation is preferred;
- Sound knowledge of legal systems and processes;
- Past experience in contract development and contractual agreement preferred;
- Proven ability to develop and present legal cases;
- Knowledge and understanding of Agreements, Treaties, and Conventions is preferred;
- Performs well under challenging and dynamic work environment;
- Highly discreet with confidential information;
- Flexible, adapt well to change and culturally fit;
- Able to work with minimal supervision.
Confidential Secretary

Overall Role & Responsibilities

Reporting to the Chief Human Resource Officer of the Safety, Health and Environment National Authority (SHENA).

The Confidential Secretary will act as the personal secretary to the CEO managing the CEO’s day to day schedules and maintain his personal files and logs. The Confidential Secretary will be responsible in managing the general running of the CEO’s office.

Key Responsibilities

- To apply good research, analytical and communication skills and in particular proven writing skills in taking minutes of meetings, preparation of presentations and formal official letters;
- To work closely with all level of employees in SHENA;
- To assist in organizing and coordinating SHENA’s corporate functions such as engagements, retreats, away days, talks and other events;
- To manage sensitive and confidential information accordingly;
- To maintain a suitable level of fitness to perform duties in this environment;
- To perform other duties as required from time to time.

Requirements and competencies

- Business Administration Degree or Public Relations degree or a qualification deemed relevant by SHENA;
- Minimum 5 years relevant working experience;
- Previous experience in similar role is preferred;
- Knowledgeable of the protocols followed in government and industry; cognisant of working at this level;
- Proven strong communication skills in Malay and English both verbal and written;
- Analytical, critical, methodical and forward thinking;
- Proven active listening, writing and personnel skills;
- Excellent computer skills inclusive of office applications;
- Ability to rationalize and manage sensitive and confidential information;
- Self-motivated.
Technical Officer

Overall Role & Responsibilities

Reporting to Chief Inspector Major Accident Hazard (MAH).
The Technical Officer is responsible to provide day to day support on a wide range of technical matters pertaining to the operation of the SHENA organisation.

Key Responsibilities

- To deliver the work plan as stipulated by the Chief Inspector (MAH);
- To manage his team of technical assistants while ensuring the team delivers their work plan in professional and timely manner;
- To be responsible for the management of the Technical Support Unit in supporting the organisation;
- To develop, maintain and monitor a centralized Database management system for SHENA;
- To develop, provide and maintain technical support in IT networks, systems and applications for SHENA;
- To provide accurate and timely data analysis and reporting as and when required;
- To provide technical information, data research and analysis;
- To prepare other articles and presentations as required;
- To support the development of technical forums and workshops;
- To conduct activities in a consistent and professional manner in line with the SHENA policies and procedures;
- To be responsible for own development and supporting the development of staff;
- To perform other duties as required from time to time;
- To maintain a suitable level of fitness to perform duties in this environment.

Requirements and competencies

- IT, Network, Computer, Statistics, Technical degree or a degree/qualification deemed relevant by SHENA;
- 5- 10 years of relevant work experience;
- Possess a technical IT background;
- Excellent communication and analytical skills to be able to interface at a senior management level;
- Proven ability to manage a technical team;
- Proven analytical skills;
- Proven ability to rationalize customer needs and deliver solutions;
- Self-motivated;
- Ability to work in isolation as well as part of a team;
- Ability to provide technical support to SHENA on a wide range of relevant issues.
Technical Assistant

Overall Role & Responsibilities

Reporting to the Technical Officer. The Technical Assistant will provide day to day support on a range of technical matters pertaining to the operation of the organisation and is responsible to delivering the work plan in a professional and timely manner as stipulated by the Technical Officer.

Key Responsibilities

- To deliver the work plan as stipulated by the Technical Officer;
- To support and assist in the development of a centralized Database management system for SHENA;
- To provide support and assistance in IT networks, systems and applications for SHENA;
- To provide accurate and timely data analysis and reporting as and when required;
- To provide technical information, data research and analysis;
- To conduct activities in a consistent and professional manner in line with the SHENA policies and procedures;
- To conduct enquiry, analysis and provide technical information from multiple sources as and when required;
- To provide and maintain technical information/data research and analysis;
- To prepare other articles and presentations as required;
- To support the delivery of technical forums and workshops;
- To prepare, maintain and update of website information;
- To support the maintenance of ICT systems for SHENA;
- To perform other duties as required from time to time;
- To maintain a suitable level of fitness to perform duties in this environment.

Requirements and competencies

- Higher National Diploma in IT, Network, Computer or qualification deemed relevant by SHENA;
- Minimum 5 years of relevant work experience;
- A background in designing will be an advantage;
- Possess a technical IT background;
- Excellent communication and analytical skills to be able to interface at operational management level;
- Proven analytical skills;
- Ability to computer applications is preferred;
- Ability to deliver stakeholders needs;
- Self-motivated;
- Ability to work in isolation as well as part of a team.