

**Land Transport Authority  
Job Description**

<b>Date:</b>	July 2022	<b>Position Title</b>	Principal Occupational Health & Safety Officer
<b>Division:</b>	Corporate Services	<b>Classification Level</b>	G7/S1-G8/S7 (\$42,126.64-\$65,875.99 p.a.)

**Position Statement**

To maintain a workplace that is safe and healthy for all employees of the Authority and to promote awareness raising and advocacy on the Global Strategy on Occupational, Safety and Health;

**Responsibilities**

1.	Provide accurate, relevant and timely advise to facilitate decision making on matters relating to the safety, health and wellbeing of employees and employers;
2.	Provide accurate, fair and timely information to aid employers and employees in the implementation of OSH legislations;
3.	Provide information and technical advice to employers and workers on effective ways of complying with OSH legislations;
4.	Provide report regarding changes/amendments to OHS Policy for CEO/Board approval upon request
5.	Contribute ideas for the improvement to policies, procedures and processes to enable effective service delivery of the OSH team
6.	Undertake thorough research and analysis on issues to ensure accurate information in the formulation of relevant policies, such as the National OSH Policy Framework, priority sectors, health and safety working programs and strategies etc.;
7.	Upon request assist in the review, development and implementation of OSH policies and plans, that contribute to the effective and efficient implementation of OSH legislations;
8.	Conduct and lead research and analysis to support management decision making on critical issues pertaining to OSH ;
9.	Initiate and develop methods to predict possible hazards from data collection on all matters relating to OSH through survey, questionnaire etc.
10.	Assist in the timely preparation of monthly, quarterly and half yearly report for Occupational Safety and Health in the preparation of Annual Reports and Budgets plus any other reports as maybe required from time to time;
11.	Assist in the timely preparation of annual budget preparations for the Division
12.	Assist the Manager in the development of other activities of the Division that lends to promoting effectiveness and efficiency of OSH Services;
13.	Regularly monitor the OSH database to ensure all work undertaken by staff is recorded for reporting purposes;
14.	Review and provide guidance to align Samoa's and Donor's OHS requirements currently implemented by the Land Transport Authority.
15.	Provide OSH national requirements awareness through trainings and workshops for contracts implemented by the Land Transport Authority, also attend required OHS audits for the Land Transport Project.
16.	Provide supervisory level on-the-job training when required
17.	Other legal duties as directed from time to time

<b>Selection Criteria</b>		<b>Essential - Desirable</b>	<b>Weighting</b>
Qualification	A Bachelor's Degree level in subjects related to occupational health and safety like physical and applied science, environmental health, engineering (including	Essential	

	electronic/electrical, mechanical and environmental or food technology		
Work Experience	At least 5 years of relevant work experience working in a similar environment such as promoting safety, health and wellbeing of workers, or inspections and investigations of OSH etc.	Essential	
Knowledge and Skills	Demonstrate relevant experience in the undertaking of research and policy development around OSH, industrial disputes etc	Essential	
	Demonstrated ability to work individually and/or as part of a team with mature and professional approach when dealing with people	Essential	
	Ability to effectively plan, and coordinate OSH activities with less supervision using discretion and tact, confidence and resilience to address concerns of employers and workers etc	Essential	
	Ability to write and speak both Samoan and English fluently and excellent interpersonal skills	Essential	
	Should be computer literate and has proven experience in Microsoft Word,/Excel, and other software etc.	Essential	
	Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance Management Act 2001, Public Bodies Performance and Accountability Act 2001, Ministry of Works Act 2002, Labour and Employment Act 2013, Occupational Health and Safety Act.	Desirable	

### Competencies

1. Honesty
2. Team Building
3. Flexible and Common Sense
4. Relationship establishment with customers & clients
5. Integrity
6. Punctuality
7. Responsible, Listen and Respond

<b>Prepared by:</b>	<b>Human Resource</b>
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