

Safety and Security Analyst - Risk Management

Job Title	Safety and Security Analyst		
Division	Quality and Risk Management Division		
Department	Risk Department		
Section	Risk Management		
Location		Direct Reports	
Reports To	Quality and Risk Management Director	Version Number	1
External Relations		Guide Number	6954
Internal Relations		Job Code	

Basic Function

Preparing and analyzing reports for Safety & Security Management and Internal Audit; accountability for information security policy development and maintenance. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

General

- Administer daily work of the department.
- Design security policy education, training, and awareness activities.
- Monitor compliance with security policy and applicable law.
- Coordinate investigation and reporting of security incidents.
- Install and maintain security policy.
- Analysis trends relating to Quality, Safety and Security and report on the same.
- Provide and maintain statistical data relating to Quality, safety and Security.
- Maintain strict confidentiality and data integrity at all time.
- Knowledge assessment
- Incident Analysis, monitoring and reporting
- Data Analysis

Safety and Security Analyst

- Prepare Individual QRM department KPI and Corporate KPIs on the steering wheel.
- Assemble documents for Monthly Management Review Meeting.
- Prepare the cases of investigation and provide to Security Managers
- Prepare reports relating to investigations.
- Participate in investigations when required.

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencie

Adaptability	Level 3
Analytical Thinking	Level 3
Communication	Level 3

Technical Competencie

Database Management Knowledge	Advanced
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Portal & Application Framework Knowledge	Intermediate
Total Quality Management Knowledge	Intermediate

Competencies – EHS

Knowledge of basic environment health and safety requirements
EHS corporate objectives awareness
Awareness of EHS requirements in the QEHS management systems
Have attended EHS awareness training (if applicable)
Awareness of Environment Health Safety incident reporting

Organizational Competencies

Intermediate
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

Decision Making

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Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year
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Qualification : Education and Experience

Bachelor's Degree (Preferred specialization in their field of work). (Those in finance/ accounting jobs must be a CPA or equivalent.), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.
or
Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position
or
Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position
 *Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.
Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: