

Vacancy

CLP Power Hong Kong Limited
Power Systems Business Group
Finance & Business Support Department
Logistics & Transport Branch
Safety & Administrative Officer (2-Year Contract)
[Ref. CLPP-PSBG-FBS-LTB-SAO]

CLP was founded in Hong Kong in 1901, at a time when electricity was still a novelty worldwide. Today we power millions of homes and businesses across the Asia Pacific regions. In Hong Kong, we operate a vertically-integrated electricity supply business providing a highly-reliable supply of electricity to 80% of the city's population. Outside Hong Kong, we invest in the energy sector in Mainland China, India, Southeast Asia, Taiwan and Australia. Our business includes power generation, transmission and distribution, and electricity and gas retail activities. Our goal is to meet Asia-Pacific's energy challenge in a sustainable manner from one generation to the next.

The appointee will be responsible for the development, formulation, prioritisation and implementation of Health, Safety, Environment and Quality (HSEQ) strategies and management systems within the department for achieving the established targets. He/ She is also required to oversee the safety and administrative functions of the Logistics and Transport Support Branch under the Finance & Business Support Department. Major accountabilities include:

- Develop and review local Health, Safety, Environment and Quality (HSEQ) policies, standards and procedures to align with company requirements
- Plan, coordinate and conduct internal and external HSEQ trainings to operational staff, tradesmen and contractors
- Plan, organize and monitor site and office safety inspections and audits to ensure all staff in the Department comply with the statutory regulations and company's safety standards
- Conduct HSE risk assessments and implement cost-effective corrective action to prevent and/or control any potential hazards
- Carry out investigation to HSEQ and traffic incident, and recommend preventive measures
- Cultivate and promote safety awareness and reporting culture to ensure long-term safety performance in the Department
- Enhance HSEQ standards of the Department through effective trainings, communication and promotion campaigns
- Manage and administer HSE and traffic safety related statistics and reports to facilitate monitoring and analysis
- Supervise administrative staff and provide support on management reportings, internal control assessment, IT initiatives, budget monitoring, events management, etc

Requirements:

- A recognised university degree in Safety, Health and Environment discipline, or equivalent
- A minimum of 3 years' relevant experience in safety, health and environment aspects
- A Registered Safety Officer in HKSAR
- Good safety awareness and track record
- Good knowledge of relevant statutory SHEQ requirements, SHEQ systems, standards, and codes of practice
- Strong sense of responsibility with good interpersonal and supervisory skills
- Good command of both written and spoken English and Chinese

Please apply by sending email to hrps@clp.com.hk giving a detailed C.V., including career history, major achievements (including safety contributions & achievements) and personal attributes on or before **28 January 2022**. To facilitate our easy tracking please use a unique file name for all attachments and your email subject box in this format: **PSBG_FBS_LTB_SAO_Last Name_First Name_Other Names**. If selected candidate is currently on fixed term contract, he/she will be offered appointment on 24-month contract.

Applicants not invited for interview within 6 weeks from the closing date may assume their applications unsuccessful.

Information provided will be for recruitment purpose within the CLP Group and only short-listed candidates will be contacted. We comply with all applicable laws and regulations of HKSAR in handling applications. For details of the Personal Information Collection Statement, please visit our website: <https://clp.to/engPICS>

For further information on our company, please visit our website: <https://www.clpgroup.com/>



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