

ROLE DESCRIPTION

Job Role:	Zama Integrated Project Team (IPT) - Head of Health, Safety, Environment and Security (HSES)		
Job Level:	Work Location:	Department:	
Click or tap here to enter text.	Mexico City, Mexico	International	
Purpose of Role:	<ul style="list-style-type: none"> Senior role providing strategic direction and leadership in all HSES matters (incl. ESG) within the Zama project leading all aspects of Health, Safety (Occupational, Operational, Process and Behavioural), Environment and Security Actively participate in, and support, the Zama Integrated Project Team (IPT) Management Team to provide HSES leadership, motivation and direction for the Zama Development through the various project milestones to achieve safe and efficient project execution including ultimate production delivery. The role will provide leadership with strong coaching, mentoring and functional guidance on HSES and ESG matters leading the development of a proactive, continuous improvement and best-practice HSES culture across all aspects of the project. <i>It is anticipated that at peak the Zama IPT will be composed of 150-200 direct staff and contractors, whilst the peak project contractor work-force will be several thousands located both offshore and onshore at various construction and fabrication sites, in order to deliver the multi-billion \$ development.</i> The Zama HSES Manager shall provide a competent and proactive service across all aspects of the Zama Development to ensure that HSES risks are identified, and controls and mitigations are put in place in a timely and economical fashion. Ensure that the HSES aspects of the Zama Development comply with the requirements of the Zama Unitisation Resolution, the Block 7 production sharing contract (PSC), the Pemex Exploration and Production Asignacion Select and recruit people with the appropriate skills, knowledge and experience to populate a fit for purpose Zama Development HSES Team and/or HSES discipline embeds in other parts of the project team, e.g. construction sites, drilling, production readiness Provide leadership, motivation and direction to the Zama Development HSES Team. Coach and develop the people in the HSES Team Promote positive and effective relationships with government and regulatory bodies, joint venture and industry partners, and any other internal and external stakeholders relevant to the Zama Development Live and breathe the Harbour core values and behaviours. Be a Harbour role model for appropriate behaviour in the Zama Team by being positive, helpful, respectful and constructive in all personal interactions 		
MAE*/MATTE* and HSE* Critical Responsibilities:	<ul style="list-style-type: none"> Ensure that all Zama project activities are carried out in a safe and best practice manner complying with all regulatory requirements, legislation and Harbour Energy HSES policies, standards and procedures, for non-operated projects, where applicable to the Zama Development 		

Owner:	XXX XXX Manager – Human Resources	Approver	XXX Senior VP Human Resources		
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Issue Date:	31 August 2022	Review Frequency:	2 years	Rev No	1

	<ul style="list-style-type: none"> • Demonstrate exemplary personal HSE leadership and commitment encouraging development of a strong HSES culture on the project
<p>Areas of Responsibility Competence Level:</p>	<ul style="list-style-type: none"> • Provision of expert HSES support and advice to the Zama IPT, staff and contractors • Take a leading role in the development of a proactive HSES culture • Ensure that the HSES risks associated with all Zama Development project activities are systematically identified and mitigated • Ensure a fully documented, resourced, competent and exercised Emergency Response capability is in-place and continuously improved for HSES events that may occur. Take a leadership role in the Emergency Response Structure of the Zama Project. • Ensure contractors are systematically selected, managed and assessed through a rigorous monitoring and auditing process and managed to achieve excellent HSES performance • Act as a competent point of contact for external regulatory and other stakeholders on HSES matters • Through a clear strategy, careful planning and performance monitoring drive excellent HSES and ESG performance in both IPT staff and contractor communities • Competently liaise with government agencies, industry bodies and local Mexican stakeholders on HSES issues including CNH and ASEA • Assure the establishment and maintenance of a Project PLANC register and ensure suitable arrangements for HSES regulatory compliance in all aspects of the Project. • Prepare project HSES documentation including but not limited to phase / decision gate HSES plans, HSES audit plans, HSES contract exhibits, management system bridging documentation and project emergency response plans. • Support Project Managers in reviews of assessment of contractor HSES competencies, standards and procedures. • Establish and lead HSES meetings and conference calls involving the Zama IPT and contractors. • Provide competent HSES inputs and resources at HAZIDs, ENVIDs, HIRAs, HAZOPs, SIMOPS, operational readiness reviews • Manage HSES contractors and consultants for specific work scopes. • Prepare, organise and deliver general, and issue specific, HSES training as required • Establish and lead HSES awareness campaigns to target key HSES risks associated with projects and operations. • Manage the collection, timely reporting and use in decision making of key proactive and reactive HSES metrics • Participate in (and where appropriate lead) incident investigation teams including closeout of actions. • Plan and execute HSES Audits on contractors HSES MS implementation on site • Lead the attainment and retention of ISO45001 and ISO 14001 or equivalent, if it is agreed that these are Zama Project goals • Provide leadership and support in process safety for all workstreams in the Zama IPT • Represent Harbour Energy on the Zama Unit administration (HSES) sub-committees • Identify new risks to Harbour objectives and value, together with mitigating actions, throughout the Zama Development lifecycle

	<ul style="list-style-type: none"> • Maintain current and robust knowledge of relevant Mexican regulatory requirements 		
Key Personal Attributes: (Refer to Appendix 1 for guide. Select as appropriate.)	<input checked="" type="checkbox"/> Communication and Influence <input checked="" type="checkbox"/> Accountability, Decision Making and Judgement <input checked="" type="checkbox"/> Teamwork <input checked="" type="checkbox"/> Leadership and Supervision <input checked="" type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Adaptability/Flexibility <input checked="" type="checkbox"/> Conflict Prevention <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Results Orientation <input checked="" type="checkbox"/> Promotes Harbour Energy's Core Values and Business Principles	
Critical Skills* Qualifications Experience, etc.: (* Indicate either preferred or essential.)	<ul style="list-style-type: none"> • University Graduate; preferably with an engineering background • At least 20 years Oil and Gas industry experience including at least 5 years in senior leadership HSES positions, preferably with International Oil and Gas companies operating in Mexico • Demonstrable high standards and commitment to HSES best practice. • Expert in stakeholder management including government and other regulatory organisations, community affairs, NGO's • Hold a strong appreciation that successful major project leadership involves all of downwards, upwards and lateral management of resources and internal/external stakeholders • Ability to conduct negotiations with government, regulatory bodies, partners and subcontractors • Will make decisions assuredly in a complex environment of peer and management scrutiny • Comfortable working with autonomy from Corporate head office and in a fast moving and complex team environment • Spanish and English speaking and reading capabilities • Preferably a Mexican national resident in Mexico 		
Reporting Links:	<ul style="list-style-type: none"> • Direct day to day reporting to the Zama Development Co-ordinator/Project Leader • Primary Harbour reporting line to SVP Mexico BU as well as a secondary functional reporting line to SVP HSES International 		
Signatures: (Print form, sign and date.)	Employee Signature	Click or tap to enter a date. Date	Manager Signature Date
* Abbreviations: HSE Health, Safety and Environment MAE Major Accident Event MATTE Major Accident to the Environment			
Last Reviewed or Updated:	31/08/2022 Date		

APPENDIX 1 KEY PERSONAL ATTRIBUTES

COMMUNICATION AND INFLUENCE

Understands the value of clear, well thought out communication and active listening, coupled with honest and respectful responses to achieve positive outcomes and maintain productive relationships.

ACCOUNTABILITY, DECISION MAKING AND JUDGEMENT

Understands that part of business success is a result of individual and collective decision-making, based on sound judgement, competency and integrity.

Willing to accept responsibility for their actions and executes work in an honest and respectful way that materially influences how Harbour Energy and its employees are perceived by stakeholders.

Recognises the importance of fact over opinion and that the best solution may not always be the most obvious.

TEAMWORK

As a team member, displays a consultative, non-territorial and collegiate approach that promotes trust and support.

As a manager, recognises that caring passionately about the welfare and wellbeing of their people as much as the business itself delivers and sustains a positive team dynamic, commitment, team spirit, pride, trust and group identity.

LEADERSHIP AND SUPERVISION

As a leader, develops a broad understanding of Harbour Energy's Core Values and Business Principles. Recognises opportunities and threats, industry trends, emerging technology and displays initiative, energy and commitment in carrying out Harbour Energy's Core Values through inspiration, an active coaching style utilising appropriate resources and a safe proactive culture.

As a supervisor, has clarity of purpose to successfully influence and focus the team on the safe achievement of the planned objective utilising effective planning and appropriate resources.

Ensures that the right information is provided at the right time to promote excellent decision making; takes advantage of the collective expertise of team members to undertake and deliver the work; encourages knowledge exchange within the team; helps decide where to invest critical resources; links long-range visions and concepts to daily work tasks.

COACHING

Recognises and supports the notion that 'their success is my success' and that investing in coaching time is advantageous for both Harbour Energy and the development of individuals.

ADAPTABILITY/FLEXIBILITY

Copes under pressure and views adaptability and flexibility as positive attributes.

CONFLICT PREVENTION

Takes proactive and timely steps to prevent situations that could otherwise result in unnecessary confrontations and negatively affect the ability to work together in a positive and constructive manner.

PROBLEM SOLVING

Possesses the ability to carefully and systematically tackle a problem in a timely fashion, utilising a logical approach to deliver a safe and economical outcome.

RESULTS ORIENTATION

Takes active responsibility for the achievement of collective and personal goals and objectives within agreed timeframes within the framework of Harbour Energy's Core Values and Business Principles.

PROMOTES HARBOUR ENERGY'S CORE VALUES AND BUSINESS PRINCIPLES

Understands and actively promotes Harbour Energy's Core Values and Business Principles in all aspects of their professional life.