

## ROLE DESCRIPTION

<b>Job Role:</b>	GHG & ESG Manager	
<b>Job Level:</b>	<b>Work Location:</b>	<b>Department:</b>
Click or tap here to enter text.	Indonesia BU	HSES
<b>Purpose of Role:</b>	<ul style="list-style-type: none"> <li>• Develop and/or implement, and assure Environmental program within BU</li> <li>• Oversee, strive and proactive for promoting good and proper Environmental Culture in Indonesia Business Unit</li> <li>• Mentoring and coaching for development for Junior Environmental Specialist</li> </ul>	
<b>MAE*/MATTE* and HSE* Critical Responsibilities:</b>	<ul style="list-style-type: none"> <li>• As Subject Matter Expert for environmental issue or concern in term of compliance, or field problem, project support, etc.</li> <li>• As a Key member in Incident Management team related to Oil Spill Response management.</li> <li>• Lead or key member for an incident investigation</li> <li>• Internal BU Assurance related to environment for PAR, HAZID, other environmental risk assessment</li> <li>• Ensuring all documentation related to environment is sufficient and update.</li> <li>• Lead/Run environmental audit</li> </ul>	
<b>Areas of Accountability, Responsibility and Competence Level:</b>	<ul style="list-style-type: none"> <li>• As a Key member for <b>Environmental Hopper Projects (and possibly can be a future focal point of e-hopper)</b>, who can explain to the stakeholder on the benefit from Environmental view in technical detail and addressing commercial issues, and contribute to the definition, follow up and monitoring of the Project.</li> <li>• Responsible to ensure a consistent <b>quality reporting of Environmental KPI</b>, such as <b>Green House Gas (GHG)</b>, especially in term of data and calculation credibility and accurate forecast.</li> <li>• Develop a system and maintaining a systematic organization on <b>PROPER</b> audit (e.g. have a well established plan and relevant Environment programs fit to the BU needs, due to a good understanding on PROPER requirements).</li> <li>• Develop, maintain, and do continuous improvement for <b>safe Environment culture and implementation on offshore facilities/base</b>, by having close coordination and coaching to all Field HSE Officers on environment-related matters.</li> <li>• Ensure the systematic evaluation of <b>environmental compliance obligations</b> by having an appropriate audit strategy.</li> <li>• Develop (including coaching) for Junior Environmental Specialist to be ready as Senior.</li> </ul>	
<b>Key Personal Attributes:</b> (Refer to Appendix 1 for guide. Select top 5 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 type="checkbox"/> Adaptability/Flexibility <input type="checkbox"/> Conflict Prevention <input type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Results Orientation <input checked="" type="checkbox"/> Promotes Harbour Energy's Core Values and Business Principles
<b>Critical Skills* Qualifications Experience, etc.:</b> (* Indicate either preferred or essential.)	<ul style="list-style-type: none"> <li>• Extensive working in environmental areas within oil and gas industries</li> <li>• Have degree in engineering, preferably in environmental engineering</li> <li>• Certified Lead auditor</li> <li>• Experienced or have exposed to an incident investigation as key member, preferable as a leader</li> </ul>	
<b>Reports to:</b>	<ul style="list-style-type: none"> <li>• Senior QHSES Manager</li> </ul>	

<b>Signatures:</b> (Print form, sign and date.)	Employee Signature	Click or tap to enter a date. Date	Manager Signature	Click or tap to enter a date. Date
<b>* Abbreviations:</b> HSE      Health, Safety and Environment MAE      Major Accident Event MATTE    Major Accident to the Environment				
<b>Last Reviewed or Updated:</b>	Click or tap to enter a date. 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.

### 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.

### ADAPTABILITY/FLEXIBILITY

Copes under pressure and views adaptability and flexibility as positive attributes

### 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.