

Position title:	HSE Systems and Reporting Administrator
Department:	People and Safety
Function:	Health, Safety and Environment
Reports to:	Head of HSE
Direct reports:	N/A
Location:	Flexible
Document review date:	October 2024

### Role overview

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Reporting directly to the Head of Health, Safety and Environment (HSE), this role is designed to enhance reporting processes and ensure data integrity meets the required standards, producing reporting to support the business in making data-driven decisions. This role is responsible for managing the HSE Integrated Management system effectively, and evaluates the effectiveness of HSE lead and lag indicators and monitors performance measures through operational data analysis

### Key Accountabilities

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The key accountabilities may include (but are not limited to):

#### HSE Reporting and Data Management:

- Support the management HSE data providing flexibility in reporting frameworks as required due to industry / other requirements.
- Monitor HSE performance and trends and recommend courses of action to improve HSE performance across Tilt Renewables sites.
- Routine and ad hoc reporting on HSE performance to a range of stakeholders, including the Board and the Executive Leadership Team (ELT). These reports will have a Power BI component, require trend analysis and a summary of performance.
- Work with the team to create datasets and dashboards, conduct analysis and present findings to business stakeholders.
- Completion of regular environmental compliance performance reports.
- Support administrator of HSE Reporting System (digital platform).

#### HSE Management System

- Support the development and maintenance of Tilt HSE Management System (Policies, Standards and Procedures)
- Coordinate the review of the controlled documents withing the HSE Management System.
- Play a lead role in administering and continuously improving our intranet site with safety relevant information.
- Facilitate access to standards (e.g., ISO Standards, Australian standards).

### **Stakeholder Management**

- Work with the HSE team to support effective interaction with key project stakeholders relevant to the role.
- Interact professionally with regulatory bodies and government representatives as required.

### **Leadership**

- Interact professionally and liaise with a diverse group of internal stakeholders, including Management and subject matter experts.
- Provide an open communication channel for all staff members ensuring an environment of approachability and timely resolution of issues.

### **Health, Safety, Environment and Compliance**

- Support a proactive approach to health and safety that promotes a “Safety Culture / Safety in Design” approach for the prevention of workplace injuries and improved public safety.
- Adherence to company policies.
- Supports and adheres to health and safety initiatives.
- Creates a safe environment for self and others.
- All projects supported or managed with HSE as a key focus for all internal and external parties.
- Assist with the monitoring of contractor HSE systems and compliance to drive superior safety and environmental performance.

### **Key Relationships**

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This role will work closely with:

Tilt Renewables stakeholders:

- Representatives from development, delivery and operations teams
- HSE Team
- Corporate People and Safety Team

External stakeholders:

- Key digital platform representatives
- Environmental regulators (occasionally)

### **Skills and Experience**

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- Direct experience with a project developer, utility, OEM, construction contractor or related field performing procurement and contracting roles for renewables energy projects.
- Demonstrated experience with data visualisation and analytics.
- Fundamental computing skills (e.g., Microsoft Office, Data Base Management, Outlook, Teams)
- Effective time and management skills including planning and sequencing of work, and personal time management.
- Proven ability to mix professionally and build effective relationships at all levels internally and externally.
- Ability to work with a team to solve problems analytically.

Qualifications

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Full Drivers Licence

Key Competencies and Capabilities

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<b>Capabilities</b>	<b>Competencies</b>
<ul style="list-style-type: none"> <li>• Normal office environment, regular walking, sitting, bending, twisting, standing and reaching.</li> </ul>	<ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Customer Focus</li> <li>• Drives Results</li> <li>• Plans and aligns</li> <li>• Communicates effectively</li> <li>• Ensures accountability</li> <li>• Instils trust</li> </ul>

About Tilt Renewables

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Tilt Renewables aims to be the leading developer, owner and manager of renewable energy generation assets in Australia. With 1.7 GW of Operational Assets and a pipeline of over 5GW we are well positioned to achieve this.

We are proudly Australian with strong brand recognition known for developing and operating, high quality assets in Australia with a long-term owner’s perspective. With a significant pipeline of development opportunities, we have an appetite for growth.

Our approach is to adopt a pragmatic view of the development, asset operation and energy market functions focussed on optimising customer, investor, employee and community outcomes. This requires agile and effective decision making and outstanding execution of opportunities.

Credibility in the eyes of our investment stakeholders as well as strong relationships with our customers, key suppliers, contractors and the communities we operate in are critical to Tilt Renewables’ success. Tilt Renewables has corporate offices in Melbourne and Sydney and a rapidly growing capable team of approximately 120 employees who are able to apply themselves to any issue or opportunity, regardless of functional structure.

We are committed to a customer centric renewable energy solution, building on our enviable track-record, experience, and reputation.

Our Vision

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Our vision **to drive the transition to renewables through everything we do** focuses on us helping create the world we want to be part of and to look for those opportunities in everything we do.

Our Values

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Developed by our team to reflect what matters most to us, our values are simple, unequivocal, and focused on how we generate a difference – for our business, for our people, for our investors and for the communities we work with.

**We are People Powered | We Get It Done | We Lead**



## Our Investors

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Tilt Renewables has three key investors:

- Future Fund (40%),
- QIC (40%); and
- AGL (20%)