



Title: HSE Administrator
Location: Brisbane, Australia
Function: HSE and Compliance
Details: Permanent, Full-Time

EDL owns and operates a global portfolio of power stations in Australia, North America and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

Reporting to the Group HSE Systems Manager, the HSE Administrator will be responsible for working closely with other members of the HSE functional team to provide generalist HSE administrative support.

Key Responsibilities

- Support implementation and maintenance of the EDL HSE Management System software (Enablon).
- Support document control processes relating to the EDL HSE Management System.
- Reviewing document formatting – Publishing documents within the HSE Management System.
- Processing of invoices relating to HSE expenditure (coding and goods receipting).
- Raising Purchase Orders relating to HSE expenses.
- Processing of HSE flexi-purchase.
- Working with relevant personnel (i.e. procurement) to procure team HSE supplies (i.e. PPE)
- Assisting the HSET Systems Team with the management of the HSET inbox (tasks include but are not limited to processing global training certificates, processing of HSE Inspections, processing contractor activation key requests and responding to general HSE administrative enquiries).
- Assisting with the preparation of scheduled and ad-hoc HSE meetings (taking HSE meeting minutes, distributing minutes to key personnel and managing HSE records).
- Assisting with routine administrative environmental compliance tasks.
- Completing administrative tasks relating to HSE support systems (including but not limited to ChemAlert, Blackline, IVMS and the company Compliance Register).
- Assisting with the development of HSE Communications and team presentation material.
- Assisting with Switched-On training coordination (arranging face-to-face training, collating training records, booking meetings).
- Assisting with the coordination of HSE team events, including teambuilding.
- Assisting with booking external team training and HSE travel.

Qualifications and Experience

- Past experience in a HSE Administration role, with exposure to Enablon (desirable).
- HSE qualifications (desirable, however not essential).
- 5 years or more in an administrative function, working across utilities, mining, oil and gas or similar.
- Administrative experience working across multiple sites and/or for an entire organisation.
- Advanced/Intermediate computer skills in Microsoft Office suite.

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

To apply, please send your current resume and cover letter to hrvacancies@edlenergy.com, quoting reference VAC0346.

Applications open until position filled