



Individual Job Profile

This Job Profile does not entitle to or result in a grading/tariff classification.**

Valid from

03 August 2022

1. BASIC DATA

Functional Area*	Facility_Environment_Security_Safety_FM	First name*	Joanne
Job Family*	FM6 ESH Management	Last name*	Gallego
Individual Job Profile*	Occupational Safety, Health and Wellness Specialist/Travel Coordinator	Department*	CF
Location*	Manila (GBS)	Business Area*	ContiTech
		Country*	Philippines

2. JOB PROFILE

Key targets of the job profile*	<ul style="list-style-type: none"> Responsible for establishing, implementing, and maintaining the corporate's Occupational Safety and Health (OSH) Management Systems, including but not limited to: Development of OSH policy & procedures, training programs; conduct of the risk assessment and inspection, investigation of accident or incident and improvement recommendation on safety standards. Responsible for ensuring compliance with OSH regulations, creation and implementation of safety policies in accordance with the latest legislation and ensure that these policies are implemented. Serve as secretary to the Occupational Health and Safety Committee (internal) and ensure compliance to Bureau of Working Condition (BWC) and/or Department of Labor and Employment (DOLE) reportorial requirements. Manage the day to day activities and transactions of company clinic and practices with the objective of providing medical services and assistance to all employees and ensuring the full implementation of all health & wellness programs of the company. 	
	<ul style="list-style-type: none"> Drive compliance to corporate standards and define and implement the organization's standards supporting the protection of health & safety of employees & other stakeholders in accordance with local laws & regulations, within the location according to its OSH classification and complexity based on DOLE's standards or requirements. Understand all local safety codes and requirements (OSH, Fire Code, National Building Code, etc.) Maintain OSH metrics and KPIs and analytics on a periodic basis and identify opportunities to further improve safety and health on the higher level. Arrange travel and accommodation for GBS' employees and guests traveling on company business. Support in executing organizational and personnel changes in GHR and myHR. 	
Dimensions/ Organization/ Magnitude		
Supervisor*	Number of reporting positions: <input type="text" value="0"/>	Of which report directly: <input type="text" value="0"/>
	Head of HR Location	Substitute for
		Substituted by
Internal / external contacts*	Internal GBS MNL - Associates and Leaders Continental Group Safety & Health OSH Committee	External Government Agencies such as PEZA, DOLE-OSH, and local government Health providers such as HMO and or mental health

3. AREAS OF RESPONSIBILITY / MAIN TASKS

Task areas	Main tasks* <small>for line break press ALT+ENTER</small>	Responsibility <small>(full / shared / support)</small>
Occupational Safety	<ul style="list-style-type: none"> Create, maintain and monitor OSH programs to ensure the implementation of relevant OSH policies and procedures in accordance with statutory regulations and best practice. Supervise the overall management of the OSH program in coordination with the OSH committee. Ensure a system is in place so that workplace accidents are thoroughly investigated and assist management in the implementation of strategies to identify and reduce the recurrence within the Property. 	full
Occupational Safety	<ul style="list-style-type: none"> Responsible for preparation and monitoring of Emergency Kit (Go Bag). Frequently monitor and inspect any health or safety aspect of the operation being undertaken with the participation of leaders and employees. Identify and define OSH training and awareness requirements for employees, including an OSH refresher training program. Ensure compliance with the requirements of the local legislations and other OSH regulations. 	full
Occupational Safety	<ul style="list-style-type: none"> Ensure that the office is prepared for inspections of local government agencies, and assist government inspectors in the conduct of safety and health inspection at any time whenever work is being performed or during the conduct of an accident investigation by providing necessary information and OSH reports as required by the OSH standards. Create and implement an OSH auditing process to ensure that the employees comply with the relevant OSH Policies and Procedures Ensures the safety of staff, contractors and visitors and stop any unsafe acts or processes that seem dangerous or unhealthy. 	full
Improving the health of employees	<ul style="list-style-type: none"> Coordinate with HMO provider on the Annual Health Check-Up (APE and ECU) activity. Facilitate Random Drug Testing and Vaccination programs. Interact and coordinate with different departments, global counterparts, and or external vendors to support company driven initiatives to lower health risk, and implement a holistic approach to Health and Wellness. 	shared
Clinic Management	<ul style="list-style-type: none"> Ensure clinic staff submit required reports accurately and on-time Ensure smooth operations of the clinic staff regarding protocols and processes Coordinate with the clinic management provider regarding reliever nurses and or physician 	shared
Adherence to statutory requirement	<ul style="list-style-type: none"> Assess the safety standards of the company and check if any work conditions are hazardous /unsafe practices at the site. Recommend appropriate actions, if any, to make sure that safety standards are met. Maintain internal policies and regulatory requirements pertinent to Occupational Safety and Health as required by the Department of Labor and Employment. <p>Ensure that there is a Business Continuity Plan by closely working with the OSH committee.</p>	shared
Travel Coordination	<ul style="list-style-type: none"> Interact and coordinate with company's Travel Agency on travel needs of employees-- coordinate schedule of flight, car rentals, hotel accomodation and other requirements. Assist with visa processing and other travel related documentation. Ensure that travel needs are met within the company's travel budget. 	shared
HR data management and HR related payment processing	<ul style="list-style-type: none"> Perform data administration transactions which may include hiring, terminating and transferring records in GHR and myHR Conduct all the necessary front-end data quality checks prior to entry of data into GHR and myHR <p>Coordinate with HR POCs for and process all payment related concerns (e.g. payment for vendor, training, materials) and ensure compliance to Purchasing and or Finance requirements and processes.</p>	full
Others	Perform other tasks that may be assigned from time to time	support

4. COMPETENCIES (Knowledge, Experience, Capability)

REQUIRED KNOWLEDGE* (Technical, Specialized, and/or Methodical)		Scope <small>(e.g. Process, Market, Country)</small>	Level* <small>(B/A/E)</small>
T/S/M	Knowledge field Knowledge item*		
T	Good planning and organizing skills		Advanced
T	Ability to problem solve, rationalize and mitigate/manage obstacles presented		Advanced
T	Proven ability to multi-task, meet deadlines and complete projects in a timely manner		Advanced
T	Good verbal and written communication skills		Basic
T	Proficient in the use of Microsoft Office Applications		Basic
T	Exceptional interpersonal skills		Advanced

T	Service oriented		Advanced
S	Background in Travel Agencies		Basic

REQUIRED EXPERIENCE* (Minimum)

Education / Certification	<ul style="list-style-type: none"> Graduate of any 4 year course Completion of DOLE or accredited OSH training provider for Safety Officer 3 (SO3): <ul style="list-style-type: none"> (a) Mandatory forty (40) hour Basic Occupational Safety and Health (BOSH), (b) Additional forty-eight (48) hours of advanced/specialized occupational safety training course relevant to IT-BPM industry and (c) Other requirements as prescribed by the OSH standards.
Professional Experience <small>(Variety of Functions, Variety of Business, General Management Experience)</small>	<ul style="list-style-type: none"> At least 5 years relevant experience in OSH
Project and/or Process Experience	<ul style="list-style-type: none"> Experience in policy formulation and development, monitoring and evaluation, and implementation of occupational safety and health management systems that are compliant and adhere to the Philippine and/or international OSH standards and regulations. Knowledgeable in Travel Booking Knowledgeable in HR data management processing
Leadership Experience	Exceptional interpersonal skills
Intercultural / International Experience	Preferred but not necessary

MOST IMPORTANT REQUIRED CAPABILITIES (Our Behaviors)*

Please click on the respective button to choose "Leading Self", "Leading People", "Leading Leaders" or "Leading Business" leadership level. The four Our Behaviors Core (Quality, Results Orientation, Ownership, Collaboration) are already preselected as they are mandatory for all employees on different levels. Please select then the Behaviors Additions (e.g. Change, Innovation) that are most important for successfully performing the tasks of this Individual Job Profile (recommended: 4 additional ones).

Leadership level	<input type="button" value="Leading Self (no leadership roles)"/> <input type="button" value="Leading People (e.g. Supervisors / project manager of non-leaders)"/> <input type="button" value="Leading Leaders (leading other leaders, usually found at Executive level)"/> <input type="button" value="Leading Business (usually with profit and loss responsibility, usually Sen. Executive level)"/>
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Our Behaviors Core*:					
	x	Leading Self	Leading People	Leading Leaders	Leading Business
Quality*	x	Quality Orientation	Quality Leadership	Quality Leadership	Quality Leadership
Results Orientation*	x	Planning & Organizing	Driving for Results	Driving Execution	Establishing Strategic Direction
Ownership*	x	Taking Ownership	Creating Ownership and Empowerment	Creating Ownership and Empowerment	Creating Ownership and Empowerment
Collaboration*	x	Collaborating	Building Networks and Partnerships	Mastering Strategic Relationships	Mastering Strategic Relationships

Our Behaviors Additions:					
		Leading Self	Leading People	Leading Leaders	Leading Business
Customer Orientation	x	Customer Orientation	Stakeholder / Customer Focus	Stakeholder / Customer Focus	Stakeholder / Customer Focus
Trust	x	Integrity & Commitment	Building Trust	Building Trust	Building Trust
Change		Embracing Change	Leading Change	Leading Change	Leading Organizational Transformation
Focus	x	Problem Solving	Problem Solving	Decision Making	Decision Making
Communication	x	Communicating Effectively	Communicating with Impact	Communicating with Impact	Selling the Vision
Learning		Continuous Improvement	Continuous Improvement	Self-Reflection	Self-Reflection
Innovation		Fostering Innovation	Leading Innovation	Leading Innovation	Entrepreneurship
Diversity	x	Valuing Differences	Leveraging Diversity	Operates with Global Perspective	Operates with Global Perspective
Coaching		Eagerness to Grow and Learn	Coaching and Developing self and others	Coaching and Developing People	Building Organizational Talent
Teamwork	x	Fostering Teamwork	Building High Impact Teams	Building High Impact Teams	Building High Impact Teams

5. ADDITIONAL COMMENTS

Conti Grade 8

6. SIGNATURES

_____ Date Supervisor	_____ Date Position Holder	_____ Date HR Responsible	
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*Mandatory fields

** - For grading purposes tasks/jobs are evaluated within a thorough process considering numerous criteria in accordance with applicable regulations. An individual grading only becomes binding upon further approval of HR Responsibles.