

## Job Profile- Sustainability Senior Analyst/ HSSE Senior Analyst

### I. Post Information

**Post Title:** Sustainability Senior Analyst - Management Systems  
**Organisational Unit:** Shared Services Centre (SSC)  
**Supervisor:** Head of Unit - HSSE, IICA-3  
**Grade:** ICS 9, P2

### II. Organizational Context

UNOPS supports partners to build a better future by providing services that increase the efficiency, effectiveness and sustainability of peacebuilding, humanitarian and development projects. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

The vision of UNOPS is a world where people can live full lives supported by appropriate, sustainable and resilient infrastructure, and by the efficient and transparent use of public resources in procurement and project management. As part of UNOPS values and duty of care, the organization commits to ensuring that people and the environment are not harmed when performing its work.

#### Background information – The HSSE unit

Based at the UNOPS Headquarters in Copenhagen, the Health, Safety, Social and Environmental (HSSE) Management unit develops appropriate policy instruments, standards, processes, and guidance documents and provides technical support for making projects socially and environmentally sustainable. This makes UNOPS projects more aligned with the Sustainable Development Goals and international good practice. The programme requires monitoring and coordination across a global portfolio of country offices and projects.

### III. Functions / Key Results Expected

The Sustainability Senior Analyst reports to the Head of Unit - HSSE who provides broad supervision and guidance. The role is responsible for providing coordination and analysis, to support UNOPS HSSE functions by working closely with practitioners, service providers, HSSE coordinators and other stakeholders.

#### Summary of functions:

##### I. Systems and Programme coordination

- Ensures that HS and SE systems are adequately integrated and coordinated to avoid duplication and inefficient uses of resources,
- With the support of the HSSE Specialists, ensure that HSSE systems are available, known and used effectively by users,
- Under the guidance of the Head of Unit, facilitates the coordination of HSSE practitioners across UNOPS operations. The practitioners include Analysts, Associates and Coordinators. The purpose of the coordination is to ensure that activities and technical advice effectively contribute to the success of the HSSE programme,
- Supports the carrying out of HSSE verification activities such as inspections and reviews (both virtual and face-to-face).

##### II. HSSE data collection and analysis

- Develop and implement appropriate systems and arrangements to collect, analyse, and report on HSSE data. The data includes (but is not limited to):
  - 1) HSSE monthly reporting,
  - 2) HSSE Quarterly Management Review results and analysis,
  - 3) UNOPS Environmental inventory,
  - 4) HSSE incidents (maintaining reporting database, sharing lessons learned)
  - 5) HSSE unit contributions to the UNOPS Global Reporting Initiative report,
  - 6) trend- analysis for HSSE reviews of country offices
- Support the development and maintenance of a digital HSSE management system
- Implement data quality assurance activities and resolving data issues,
- Support the development and maintenance of dashboards for HSSE based on needs expressed by practitioners / users.

##### III. Corporate advisory support

- Support senior management decision making by providing quality analysis of UNOPS data
- Provide clarification upon request from internal clients on HSSE data and trend analysis.
- Support the Head of Unit in managing HSSE procurement activities, managing procurement contracts and facilitating the tracking and use of HSSE resources including the use of experts on retainer contracts,
- Supporting the tracking of expenditure and HSSE audit actions.

##### IV. Technical support

- Support the review of risk assessments, aspect-impact assessments, inspections and other HSSE documents and offer basic advice regarding the quality of the document and the effectiveness of controls,
- Participate in system reviews and inspections, as a technical contributor, for the purposes of identifying gaps and offering insights on how the gaps may be addressed. Complex or specialised technical input shall be referred to the HSSE Specialists and advisors.

- Support initiatives to reduce the environmental footprint of UNOPS by collecting, analysing and making information available for target setting and monitoring the progress of reduction efforts.
- Support the annual carbon offsets project of procuring Certified Emission Reductions to achieve organizational Climate Neutrality
- Providing technical support to field teams on the use of HSSE tools, guidance and processes.
- Supporting the organization's shift to higher health & safety maturity via the Health & Safety Improvement Plan (eg. coordinating HS Working Group activities; development of a mandatory online HSSE training; creation of an HSSE Network; developing train-the-trainer sessions)
- Managing HSSE audit trails for audits performed on the HSSE team.

#### **V. Knowledge management and capacity development**

- Support the constant updating and improvement of HSSE information and knowledge resources including the maintenance of the HSSE intranet resources,
- Constantly monitor and evaluate procedures, methods, tools and associated systems to ensure their utility, applicability and efficacy,
- Contribute to the development of an HSSE case studies library and facilitate knowledge management in HSSE within the organization,
- Support the delivery of online and face-to-face HSSE training and awareness events including making arrangements for the events to happen and preparing training and awareness materials.

### **IV. Impact of Results**

The effective collection, analysis, application of HSSE information and coordination of HSSE activities resulting in a significant improvement in UNOPS HSSE performance.

### **V. Competencies**



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast-paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

<b>VI. Recruitment Qualifications</b>	
Education:	<p>An advanced / Master's degree preferably in Health and Safety Management, Environmental Management, Social Development, Civil Engineering or other related field is required.</p> <p>A first-level university degree (Bachelor's or equivalent) in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.</p> <p>An international professional qualification in occupational health and safety is an asset.</p>
Experience:	<p>A minimum of 3 years of experience (with a Master's degree) in a role that supported health and safety, environmental management or social development or civil engineering is required.</p> <p>Demonstrated experience in providing technical support to HSSE functions will be an advantage.</p> <p>Experience in programme coordination is desired.</p> <p>Hands-on HSSE field experience or experience in a production environment is an asset.</p>
Language Requirements:	<p>Full working knowledge of English.</p> <p>Knowledge of another official UN language is an asset.</p>