



**EXPRESSION OF INTEREST: WORKPLACE HEALTH AND SAFETY (WHS) ADVISOR
TERMS OF REFERENCE AND SCOPE OF SERVICES**

1. BACKGROUND

- 1.1 The Pacific Aviation Safety Office’s (PASO) mission is to support the empowerment of Pacific States to meet their international civil aviation obligations and deliver a civil aviation system that is sustainable, safe, secure, and fit for purpose through the provision of technical expertise, capability building and information sharing. Our office is in Port Vila, Vanuatu. However, our work is completed around 10 Pacific Island States that have signed the Pacific Civil Aviation Safety and Security Treaty (PICASST).
- 1.2 The specialised nature of aviation places a high burden on small countries with limited human resources. Assessments of the aviation sector in the South Pacific by the International Civil Aviation Organization (ICAO) have found that many countries lack the proper policy, regulations and infrastructure to comply with ICAO requirements (referred to as Standards and Recommended Practices or SARPs). These standards have been continuously expanded over the years, particularly those related to security and, most recently, the environment. As a result, the challenge for Small Island Developing States (SIDS) to achieve ICAO compliance has become harder.
- 1.3 Over the past nine years, PASO has been supported by various donor programs, which allowed a strategy for addressing the financial, organisational and operational shortcomings of PASO. The Programs have allowed PASO to reinforce and strengthen PASO's critical role, and our core value, in ensuring safe aviation operations to its Member States.
- 1.4 PASO’s supporting values are:
 - 1.5 Pacific Identity: Our Pacific Identity defines us, and we will do things the Pacific Way;
 - 1.6 People: People are our focus, we value respect, diversity, collaboration and commitment;
 - 1.7 Valued Impact: We do things to make a difference, high quality services and advice is who we are;
 - 1.8 Integrity guides our actions: honesty moral strength and highest ethics.
- 1.9 PASO is currently implementing the PASO Strategic Plan for 2023-2032 which builds on the work of prior Strategic Plans. Our Strategic Area, to be a “Robust, Effective Organisation” looks to ensure that our Workplace wellbeing, health and safety policies are reviewed and implemented, and that a health and safety risk and incident register is maintained.
- 1.10 PASO has developed a Workplace Health and Safety Policy, however the Policy is yet to be implemented.
- 1.11 PASO recognises that the policy needs to be supported by a range of other items including SOP’s, training and development and designated resources.
- 1.12 Reporting to the Head of Corporate Services, PASO is seeking a WHS Advisor to review, assess and develop of a full suite of WHS SOP’s, checklists, training and development to support the organisation in its delivery of PASO services for member states and its ongoing coordination of regulatory activities supporting the ongoing strength and improvement of the Pacific Aviation Safety Office.



2. OUTCOMES AND OBJECTIVES

- 2.1 The main objective of this assignment is to implement PASO's Work Health and Safety Policy, by developing the organisation's necessary procedures, strategies, and best practices.
- 2.2 By the end of this assignment, the key outcomes are:
 - a) That the PASO WHS Policy is fully implemented, supported by a range of procedures, strategies checklists, and guidelines.
 - b) Management and Staff are trained and educated in the general knowledge of the WHS, including best practices for review, monitoring, reporting and auditing of the system.

3. SCOPE OF SERVICES

- 3.1 The regulatory and safety oversight function of PASO is critical to the organisation's sustainability. Considerable investments has already been implemented into PASO's operations. This consultancy will build upon those efforts and accordingly, the scope of services for this assignment will include:
 - a) Review the existing WHS Policy for potential improvements to best practice, recognising implementation is required around various Pacific Island States.
 - b) Develop a plan to set priorities for implementing the WHS Policy, including SOP's and checklists required (Refer Annex A).
 - c) Develop and implement SOPs and checklists on approval on the implementation plan (Refer to Annex A).
 - d) Conduct training to PASO management, staff and Inspectors on the WHS components and elements and context the approach that suits PASO.
 - e) Train and develop a designated PASO internal employee to become the owner of WHS within the organisation.
- 3.2 The WHS Advisor will be required to undertake these tasks in close liaison with PASO. .
- 3.3 This assignment is to be undertaken with a high degree of initiative and a pro-active approach to understanding and identifying issues for current and future action and bringing these to the attention of relevant stakeholders. PASO is a regional organization and is comprised of members from the Pacific Island Forum; accordingly, the Consultant will require exceptional communication, personal and cross-cultural skills in delivering these services in the context of the multi-cultural and multi-national environment.

4. LEVEL OF EFFORT AND SCHEDULE

- 4.1 This assignment is expected to require a maximum of 40 days input and is expected to commence in November 2023.
- 4.2 The assignment may be completed remotely, hybrid, or in person in Vanuatu. Any travel expenses will be deducted from the contract ceiling.
- 4.3 Flexibility on the part of the Consultant will be required to respond to changes in actual progress and corresponding work inputs which may be lower at times or require full time input.



- 4.4 A time-based contract will be signed with the Consultant based on an agreed fixed daily rate. Costs associated with travel will form part of the contract ceiling and will be consistent with the Project financial management practices.
- 4.5 A workplan shall be prepared by the Consultant and agreed with PASO in advance and shall reflect (i) expected activities undertaken and their duration; (ii) working and non-working days.
- 4.6 At conclusion of this assignment, a completion report on achievements and activities completed, including any future recommendations for PASO's consideration to sustain the WHS function.

5. REPORTING REQUIREMENTS and INSTITUTIONAL ARRANGEMENTS

- 5.1 The WHS Advisor will be accountable to the Head of Corporate Services, who will monitor and coordinate the Consultant's work program and acceptance of deliverables. The Consultant may be expected to work in close liaison with other PASO Senior Management Team (SMT) members, the HR Manager and other staff as required in implementing the Project and should undertake these services consistent with the objectives of the donor funding provided.
- 5.2 Regular updates to the Head of Corporate Services may be required on the progress of works, including significant issues or achievements that may impact the normal course of deliverables.

6. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

- 6.1 The PASO Office is in Port Vila, Vanuatu, and access to the internet and office space will be provided should the consultant be in-country.

7. EXPRESSION OF INTERESTS

- 7.1 Prospective Consultants are invited to submit an Expression of Interest to the HR Manager, Ms. Dairis Hango (dhango@paso.aero) by close of business on Wednesday 25th October 2023.
- 7.2 EOI's should outline their knowledge, skills, and experience related to the information outlined in this Terms of Reference, with a particular focus on your experience related to the Services to be provided.
- 7.3 Any questions should be directed to the HR Manager, Ms. Dairis Hango (dhango@paso.aero).



ANNEX A: CONSULTANT'S SERVICES & REQUIREMENTS

Services to be provided:

- Develop and oversee the implementation of WHS policies, procedures, and strategies, aligned with industry standards and best practices.
- Lead the development and delivery of comprehensive WHS training programs for all levels of personnel.
- Provide clear and accurate advice on WHS matters.
- Develop, support, coordinate and advise on WHS practices, systems, and procedures.
- Drive effective compliance programs to ensure that the business always complies with required legislation.
- Develop an audit process and compile reports.
- Develop a hazard identification, risk assessment and control process.
- Develop effective record keeping and document control procedures.
- Maintain skills matrix and coordinate mandatory training sessions.
- Develop incident reporting processes.
- Provide coaching, mentoring and technical training to managers and staff.

To be considered for this role, it is essential that you demonstrate the following:

- Minimum 3 years HSE or industry experience
- Minimum Cert IV in Workplace Health and Safety
- Certificate IV OHS and or working towards Graduate Certificate, Diploma OHS, Certificate in Risk management.
- Demonstrated experience working in an HSE Advisory role
- Proven stakeholder management experience
- Experience in conducting site inspections, incident investigations, audits and training
- Ability to communicate effectively to drive positive HSE outcomes
- In-depth knowledge of WHS legislation, regulations, and best practices specific to the mining sector
- High level IT proficiency, including MS Word, Excel, PowerPoint, and Outlook.
- Strong communication skills, customer relationship management and interpersonal skills.
- Ability to work autonomously and in a team environment.