

JOB DESCRIPTION – HSEQ Officer

About us

OOS Energy specializes in managing modern offshore drilling units. We offer complete management services for rig owners who do not have the expertise to operate or maintain their assets.

Position Overview

The HSEQ Officer supports the HSEQ department in delivering an effective Health, Safety, Environment and Quality service to both onshore and offshore units within the organization.

In this role, you support the development, maintenance, and improvement of HSEQ policies, procedures, and systems to help ensure compliance with company standards and relevant legislation.

Organisational Structure

Department: HSEQ

Reports to: HSEQ Manager

Key Responsibilities

- ✓ Supporting the preparation of HSEQ improvement proposals.
- ✓ Assisting in identifying non-conformities and recommending corrective and preventive actions.
- ✓ Helping prepare HSEQ reports, audit notes, and follow-up summaries.
- ✓ Assisting with updates, improvements and documentation within the Management System.
- ✓ Supporting the administration of the HSEQ system.
- ✓ Helping coordinate the annual/regular audit and inspection program.
- ✓ Providing basic HSEQ advice to office and shipboard personnel, under supervision.
- ✓ Assisting in emergency response documentation.
- ✓ Participating in shipboard visits and internal audits under guidance, and helping monitor corrective actions.
- ✓ Helping gather and analyse data from accidents, incidents, and observations to support continuous improvement.
- ✓ Keeping up-to-date with relevant legislation and communicating key updates to the organization.

Additional Role

Acting as *assistant ergo coach*, helping promote ergonomic awareness and safe working practices.

Required Skills & Qualifications

Ability to obtain the following qualification:

- Basic Offshore Safety Induction and Emergency Training (BOSIET)

Willing to learn or existing skills:

- Strong analytical and problem-solving mindset.
- Good communication skills and ability to work with different teams.
- Willingness to learn audit and inspection techniques.
- Good writing skills and ability to prepare clear, structured reports.
- High level of accuracy and attention to detail.
- Fluent in English, both spoken and written.
- Eagerness to develop within the HSEQ field.

Experience

- Relevant experience (approximately 2–5 years) in HSEQ, maritime, offshore, or industrial environments is preferred.
- Basic understanding of marine/offshore operations is an advantage.
- Familiarity with HSEQ standards such as ISM/ISPS/MLC, ISO 9001/14001/45001 is beneficial.
- Knowledge of auditing principles (internal auditor qualification is a plus).
- Experience in a role with practical responsibility for HSEQ matters is preferred.

Job execution & Expected behaviour

This position involves a mix of routine duties and situational tasks based on operational needs. This position involves a mix of routine duties and situational tasks based on operational needs.

As an HSEQ Officer, you are expected to show initiative, curiosity, and willingness to grow within this role.

General behaviour expectations:

- Positively represent the company at all times.
- Demonstrate enthusiasm, proactiveness, and a hands-on attitude.
- Treat colleagues, clients, and partners professionally and respectfully.
- Take responsibility for personal tasks and contribute actively to HSE efforts.
- Show ownership of assigned tasks and follow them through to completion.