

The logo for the Indian Institute for Human Settlements (iihs) is displayed in white text on a dark red rectangular background. The letters 'iihs' are in a bold, lowercase sans-serif font, with a registered trademark symbol (®) to the upper right. A thin white horizontal line is positioned directly below the letters.

INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

JOB DESCRIPTION

Senior Associate – HSE
Operations, Administration

About Us

The Indian Institute for Human Settlements (IIHS) is a national education institution committed to the equitable, sustainable and efficient transformation of Indian settlements.

IIHS aims to establish an independently funded and managed national university of eminence for research and innovation focused on the challenges and opportunities of India's urban transition. The proposed IIHS University will be an institution of eminence that will host an integrated programme of quality campus-based education and research, training and lifelong learning for working professionals, distance and blended learning, as well as a whole array of practice and advisory services. The university will have a strong interdisciplinary orientation bringing together theory and praxis that is grounded in the South Asian context and also engages with and draws from knowledge across the globe.

For more information, please see <http://www.iihs.co.in>

Job Description

The Senior Associate – HSE Operations will play a pivotal role in IIHS' Environment, Health and Safety management. The incumbent will be expected to help define and implement a robust HSE framework for the Institution, keeping in mind legal compliance and evolving institutional needs. Training IIHS staff, students, and other stakeholders on HSE aspects, conducting regular checks and audits, and ensuring HSE awareness and compliance across the Institutional will be a part of the role.

Activities and Tasks

Responsibilities would include, but not be limited to, the following:

- Identifying and supporting the implementation of an EHS legal framework applicable to the operations of the Institution and advising the top management on these matters from time to time;
- Preparing the requisite documentation for legal compliance, adherence to applicable national / international standards;
- Conducting periodical risk assessments, inspection and observation of processes across all areas including construction, kitchen, recreation zones, conservation zones as well as basic office premises, planning mitigation actions for the identified risks;
- Conducting toolbox talks, EHS training for all relevant stakeholders (IIHS staff and students, contract workforce, vendors, etc) and job-specific training as required to ensure safety at the workplace;
- Conducting regular periodical checks on relevant agencies like vendors, service providers and contractor companies to ensure adherence to safe working systems and practices;
- Conducting HSE audits followed by meetings with contractors and vendors to address the audit observations and implement appropriate improvements in processes and protocols;
- Conducting accident investigation, analysing and recommending corrective and preventive actions for any incidents that occur in the Institution or that have an influence on the operations of the Institution;

- Developing onsite emergency preparedness and response plans, implementation of the plan including providing the requisite training for roles identified in the plan and conducting periodical mock drills for scenarios identified in the plan;
- Taking up any additional responsibility that the Supervisor may set from time to time;
- Providing support to other IIHS activities including academics, research, training, practice, operations and others;
- Participating in all activities of Institution-Building at IIHS; carrying out tasks as assigned by IIHS; and travelling on IIHS work within the country as and when needed.

Structure and Reporting

The Senior Associate – HSE Operations will report to the Lead - Administration at IIHS and will be required to collaborate effectively with a diverse group of internal teams and external individuals/organizations, and students.

Person Specification

Basic Qualification:

- B.E or B.Tech degree in Civil / Electrical engineering with minimum 6 years' experience or a Graduate degree in a science stream with minimum 8 years' experience;
- Along with a diploma in industrial safety recognised by the DGFASLI (Directorate General of Factory Advice Service & Labour Institutes) or an AICTE (All India Council for Technical Education) affiliated university / institution recognised by the state government of Karnataka;

Preferred experience:

The ideal candidate should:

- Have worked in construction companies / B2B real estate companies or tech companies;
- Be a Certified Lead Auditor for ISO 45001:2018 safety management systems;
- Have working exposure on regulatory matters pertaining to licences, consents, authorisations, and other approvals that are accorded by national / regional / local authorities;
- Be able to maintain good interpersonal relationships with staff and students, vendors, contractor companies and others to ensure seamless operations in the Institution;

Key personality traits:

- Be confident and articulate;
- Have strong networking skills for interaction with all stakeholders of the organisation;
- Be punctual and meticulous in all aspects of work; should have an excellent eye for detail;

Language skills:

- Should be very comfortable communicating in and comprehending English, Hindi and Kannada; ability to read, write and speak in Kannada is a mandatory requirement.

This offer is on an exclusive basis, which implies that other professional assignments (whether compensated or not) that bear a potential conflict of interest with IIHS cannot be undertaken.

The search will remain open until the position is filled.

Location

This position is based in Kengeri, Bengaluru and may entail travel to other locations in India.

Review and Assessment

The role and performance of the incumbent shall be subject to normal review and assessment systems at IIHS.

Diversity Policy

IIHS is an equal opportunity employer that encourages women, people with disabilities and those from economically and socially excluded communities with the requisite skills and qualifications to apply for positions.

To apply

If you are interested to explore this opportunity with us, please fill the online application form by clicking [here](#). (You can also click on the “Apply Now” button at the end of the Job Description displayed on the website).

Contact

Please write to us at hr@iihs.co.in if you need any clarifications while filling the online application form.



iihs®

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