### Critical Work Functions and Key Tasks

#### Critical Work Functions

**Perform Safety and Health Tasks**
- Facilitate discussions on WSH reports and findings
- Drive WSH activities to ensure department's compliance to requirements
- Develop action plans based on best solutions identified during WSH solutioning discussions
- Conduct learning activities to enhance WSH standards and practices
- Address areas of non-conformance to WSH standards through corrective actions
- Analyse areas of non-conformance to WSH standards to determine reasons for non-conformance

**Perform Business Administration Tasks**
- Develop measures to improve vendor management capability in the organisation
- Optimize use of allocated resources within business activities
- Review allocation of resources across different business activities
- Apply operational policies, standards and procedures
- Develop alternatives to enhance operational policies, standards and procedures
- Evaluate risk factors that impact efficiency
- Lead delivery of key outcome within team or departmental projects
- Manage different aspects of project management based on priorities and needs
- Manage different aspects of project management based on priorities and needs

**Perform Business Continuous Improvement Activities**
- Develop novel approaches to solve problems that are complex in nature
- Develop measures to enhance organisational awareness of environmental protection
- Develop corporate social responsibility policies for logistics operations
- Implement advanced environmental protection policies and procedures
- Formulate environmental protection policies and procedures
- Review environmentally-friendly trends in the industry for implementation

**Perform Compliance Tasks**
- Review changes in compliance, tariffs, rates, costs, quotations requirements or eligibility to manage impact on compliance operations
- Organise internal audit schedules for quality, safety and health
- Develop internal standard operating procedures (SOP) to facilitate compliance to government regulatory requirements and legislations
- Develop review measures to enhance organisational awareness of environmental protection
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### Skills & Competencies

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<td>Hazardous Goods (DG) Management</td>
<td>Decision Making</td>
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### Programme Listing

For a list of Training Programmes available for the Logistics sector, please visit: www.skillsfuture.sg/skills-framework/logistics

The information contained in this document serves as a guide.