



# EHS Management System Administrator

**Job Category:** NSF Dept Manager

**Requisition Number:** EHSMA005122

Link to apply: <https://www.aura-astronomy.org/careers/>

## Posting Details

○ Posted: February 11, 2025

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- Full-Time

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- Location

La Serena, Chile



## Job Details

### Description

NSF's NOIRLab is the preeminent US national center for ground-based, nighttime optical and infrared astronomy. NOIRLab is a Federally Funded Research and Development Center (FFRDC) which operates as a matrix organization, providing services across a range of programs: Gemini, Rubin, MSO (CTIO and KPNO), and CSDC; with facilities in three geographic locations: Arizona, Chile and Hawai'i. The mission of NOIRLab is to enable breakthrough discoveries in astrophysics by developing and operating state-of-the-art ground-based observatories and providing data products and services for a diverse and inclusive community.

The **EHS Management Systems Administrator** will be responsible for planning, structuring, and managing the global integrated **EHS** (Environmental, Health, and Safety) management system, ensuring the achievement of **EHS** and physical security goals for



the **AURA-O NOIRLab** program. Key responsibilities include developing and standardizing policies, documents, and records related to the **EHS** management system, implementing audit programs, managing risks, and ensuring compliance with training programs, inspections, personal protective equipment (PPE) programs, and incident investigations.

This role also supports global **EHS** initiatives, road safety programs, contractor safety management, and the development of presentations in both English and Spanish. The **EHS Management Systems Administrator** will work closely with other teams and departments to ensure the continuous improvement of the **EHS** management system and compliance with applicable regulations.

#### **Requirements:**

- Bachelor's degree in Occupational Health and Safety Engineering or Management.
- Master's degree or diploma in **EHS**, Integrated Management Systems, or a related field.
- Minimum of 7 years of experience in **EHS**, with experience in management systems and audits.
- Knowledge of governmental regulations, standards, and best practices related to **EHS** (OSHA, NFPA, ISO 45001 y 14001 GSA, etc.).
- Advanced proficiency in both English and Spanish (written and spoken).
- Excellent communication and organizational skills.

#### **Preferred Qualifications:**

- Certification as an Integrated Management Systems Auditor or Associate Safety Professional (ASP).
- At least 5 years of experience supporting integrated **EHS** systems and document management.

#### **Physical Requirements:**

This role requires the ability to work in varying physical conditions, including the possibility of working at high altitudes, in locations such as Cerro Tololo and Cerro Pachón, and in adverse weather conditions. A medical examination may be required post-job offer and during employment.

AURA offers an excellent benefits package including paid time off and retirement plan contributions, competitive salary commensurate with experience, and a very attractive work environment. Details on benefits can be found at <https://hr.aura-astronomy.org/benefits-by-location/>



Salaries for positions hired in Chile meet Chile national market rates and internal scales for AURA.

The position will remain open until it is filled. To be considered in the first round of reviews, please submit your application by **March, Monday 3rd**.

- Please submit a cover letter and a CV or resume, PDF files preferred. Please name any attachments with the following format: **Lastname Docname**.
- Application documents that are not uploaded as part of the application may be sent to [employment@aura-astronomy.org](mailto:employment@aura-astronomy.org).
- Please enter 3 professional references in your application (references will only be contacted later in the recruitment process).

Individuals needing assistance with the employment process can request assistance at [employment@aura-astronomy.org](mailto:employment@aura-astronomy.org)

The Association of Universities for Research in Astronomy (AURA) is a consortium of 49 US institutions and 3 international affiliates that operates world-class astronomical observatories for the [National Science Foundation](#) and [NASA](#). AURA's role is to establish, nurture, and promote public observatories and facilities that advance innovative astronomical research.

<https://recruiting2.ultipro.com/SPA1004AURA/JobBoard/57b96f30-6a4b-42cc-8f73-d417a17b54e9/OpportunityDetail?opportunityId=6cb35e5e-244d-4e87-bcc9-2eb5ce451436>