

Job Description:
HSE Advisor

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| Function: | Government |
| Position:  | HSE Advisor |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | HSE Manager |
| Additional reporting line to: |  |
| Position location: | Colchester PFI |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To provide active and pro-active support in the initiation and monitoring of health and safety best practices
* To support in the management, control and advice for all matters relating to safety, health, environment, and fire (SHEF).
* To support staff in compliance with the contract requirements predominantly within the Soft Services Colchester PFI
* First line support to the HSE Manager as required in all matters relating to H&S and Environmental matters
* Embrace the principles of Collaborative Business Relationships (BS11000), in line with Sodexo’s vision and values
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Maintain year on year accident reduction
* Maintain year on year health and safety compliance
* Successfully pass all H&S audits including client, ISO and Service Operations
* Development and embedding of ‘Zero Harm’ culture throughout the site
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Travel and overnight stay may be required to undertake training and other business requirements
* May be required to work unsociable hours in line with business requirements
* Flexibility on work schedule will be required
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| **HSE Compliance*** Identify amendments and manage processes with HSE Manager, leading on roll out to local units
* Manage all HSE processes and SEMS documentation for building P05
* Support in overseeing and managing all operations across the contract. Managing compliance with legal, regulatory and company requirements including the quality management system (DMS).
* Effectively manage and deliver continuous improvements, take corrective action where necessary and inform management of performance issues.
* Ensure robust health and safety procedures are implemented, reviewed and reported on a regular basis
* To provide food safety support and guidance for the ICRL teams
* Comply with all company and client policies, site rules and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place and correct utilisation of required personal protective equipment
* Manage & maintain the contract waste management manual
* Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate
* Report all near misses, accidents and incidents using the correct reporting procedures using designated forms
* Investigate all potential LTI cases, liaising with relevant management

**Personnel and Training*** Comply with all relevant Sodexo and client policies and procedures
* To attend performance development reviews with your line manager to agree and take ownership of your training and development needs
* Attend and deliver team briefs, huddles and meetings.
* Attend company training courses
* Support in employee related matters across the contract as and when required, to include but limited to staff recognition, productivity, performance, disciplinary and capability and where necessary involve HR to ensure compliance and achieve the business goals

**General Responsibilities*** Responsible for the creation and review of site-specific safety, health, environmental and fire (SHEF) documentation, manuals and standard operating procedures
* Update all SHEF site-operating procedures in keeping with changes in company policy and legislation
* Passage of all SHEF information to colleagues ensuring site SHEF procedures and requirements are adhered to
* Support and delivery of staff training in all matters relating to SHEF. Including support and advise to services managers in all SHEF matters and concerns
* Support in managing and maintaining all management plans in consultation with HSE manager and the senior management team
* Control of safety related audits and accident reporting within the contract and company requirements
* Liaison with Colchester Garrison SHEF safety advisor and all other H&S site and consortium representatives
* Member of the PFI project SHEF management team
* Liaise with service managers on the production and maintenance of risk assessments and safe systems of work
* Submit monthly statistics to HSE Manager, HSEQ Manager, Contract Director and any other business area as instructed
* First line support to HSE Manager in all matters relating to H&S and environment
* Collate and review accident documentation of accident reports to Service Operations (HSEQ) for Colchester PFI
* Prepare and manage claims packs as and when required
* Maintain and record daily formal and informal communications with client and customers
* Attend formal and informal meetings
* Ensure client requests are responded to in a timely manner, promoting Sodexo in a professional and business-like manner at all times
* 45001, 14001 Internal Auditor for site service audits
* Carry out other reasonable tasks and/or instructions as directed by management
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Promote and develop a safety culture which secures effective implementation of policy, procedures and responsibility throughout the operational delivery team within your contract
* Ensure consistent application and communication of Sodexo’s H&S and environmental policies, procedures, practice and initiatives, while referring to site senior managers
* Continual development and improvement for Health and Safety, resulting in improved services and reduced cost
* Developing and managing local client and customer relationships and maintaining strong business relationships
* Management of all aspects of Health & Safety and Environment. Role modelling safe behaviour and reporting unsafe behaviour, near misses and accidents/incidents to management in a timely manner
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * NEBOSH National General Certificate in Occupational Health and Safety or NVQ level 4 equivalent
* CIEH Intermediate certificate in Food Safety or level 3 equivalent
* Detailed knowledge of current health and safety legislation and regulations
* A practical approach to health and safety
* Good level of IT skills including experience with MS Office, including Word, Excel, PowerPoint and Outlook
* Ability to demonstrate effective verbal and written communication
* Demonstrate good organisational skills, work to tight deadlines, both prescribed and self-imposed
* Ability to prioritise work and use own initiative
* Ability to establish and maintain good working relationships at all levels/rank
* Proven recent experience in health, safety and risk environment
* NEBOSH National Diploma in Occupational Health and Safety (desirable)
* 14001 environmental auditor or experience in (desirable)
* 45001 auditor or experience in (desirable)
* CIEH Advance certificate in Food Safety or level 4 equivalent (desirable)
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | SW |

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