

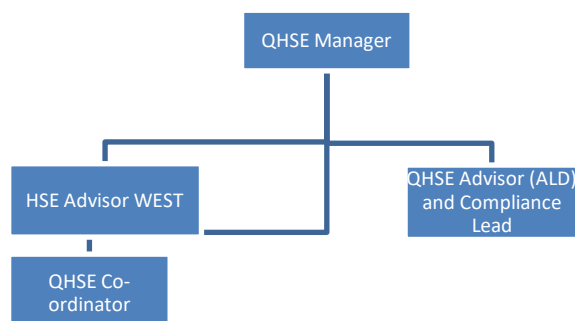
Job Description: QHSE Co-ordinator

Function:	Government and Agencies
Generic job:	
Position:	QHSE team Co-ordinator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	QHSE Manager
Additional reporting line to:	
Position location:	TBA

1. Purpose of the job

To provide coordination support to the contract QHSE and operational teams in regard to Health and safety, food safety, risk, environmental and quality compliance activities whilst developing the skills required to provide HSE advisory support.

3. Organisation chart



5. Main assignments

Develop the skills, with mentoring from HSE Advisor, to undertake site level HSE advisory activities incl:

- Site visits and inspections (IAM's checklists) for H&S and Food Safety
- Building fire management checks
- Legislative compliance activities
- Safety committee meeting attendance and action implementation

Contract HSE Coordination activities:

- Undertake statistical trend analysis of contract accident, near miss and HSE inspections and audit results
- Client reporting system (Interlex) – be POC in contract for all queries and access requests, assess close out timelines of incidents and work with Client (ADSL) POC on monthly data capture

- IAM's/SMS – Superuser responsibilities and monthly report compilation
- Assist QHSE and Operational team on data gathering collation as a result of accidents, incidents or claims
- QHSE comms preparation ie: Quickshares/weekly huddles and seasonal key messages
- Support QHSE team in the preparation of new initiatives around HSE, Sustainability and Wellbeing and social value (working closely with HR BP and CRL team)
- POC for Client (ADSL) HSE coordinators
- Work with QHSE team on Client HSE events planning ie: Zero harm day, new campaigns
- Communicate and record changes to QHSE process, policy and legislation as directed from internal comms
- Collation of monthly hours submission to Client (ADSL)
- Monthly reporting and slide deck preparation for key meetings
- Preparing submission for monthly news letter/good news stories
- Assisting in arranging training for First aid, fire safety and FS L3 as well as mental Health first aider courses

6. Accountabilities

- Development into HSE advisory role under HSE advisor mentorship
- Undertake QHSE data analysis and trending to enable QHSE team to identify risks, issues, and improvements
- Timely preparation of monthly reports and key communications
- Coordinate and monitor contract audit programme
- Provide general support and co-ordination activities to QHSE team

7. Qualifications and Experience

Essential

- Sodexo Managing Safety/ISOH equivalent
- Food Safety Level 3
- Good organisational and communication skills and production of concise information.
- Good IT skills with experience in Microsoft suite of programmes
- Ability to prioritise, work to tight deadlines, both prescribed and self – imposed
- Ability to establish and maintain good working relationships at all levels
- Analyse problems, develop opportunities, and implement innovative solutions

Desirable

- Experience within QHSE
- Working towards ISOH managing safely (or Sodexo managing safely)

8. Competencies

▪ Growth, client and customer satisfaction, quality of services provided	▪ Industry acumen
▪ Rigorous management of results	▪ Analysis and decision making
	▪ Planning and organising
▪ Innovation and change	
▪ Brand notoriety	

9. Management Approval – To be completed by document owner

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Document Owner	CM		