## Job Description: HSQ Advisor



Function:	Sodexo Tech and Services
Position:	HSQ Advisor
Job holder:	N/A
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Regional Head of Health, Safety and Food Safety UK&I
Additional reporting line to:	
Position location:	Home Based Worker/No Fixed Location

## 1. Purpose of the Job – State concisely the aim of the job.

- Working under the supervision and guidance of the Regional Head of Health, Safety and Food Safety UK&I to support the Senior Health and Safety Manager and Senior Food safety manager to:
- Develop regionally compliant Health and Safety and Food Safety management procedures, guidance, training
  and communication materials to support the operational business comply with requirements imposed by statute
  or policy. Using the DMS to store all documents and make them readily accessible to end users
- Where applicable support to obtain Assured Advice from Sodexo's Primary Authority
- Support the business to prepare for any upcoming changes to legislation including development of procedures, guidance documents, training material and communication material.
- Provide support to segments undertaking investigations into food and safety incidents, review quickshares in preparation for regional approval and cascade.
- Develop training and communications content for regional initiatives/ campaigns
- Deliver Food Safety SME training to colleagues in safety teams e.g. FSMS changes/ audit trends/ investigation techniques.
- Undertake regular sample reviews of incidents undertaken by the segments and provide robust feedback to continually improve the quality of reporting and the sharing of lessons learnt. Use the reviews to ensure that lessons learnt are shared at a regional level and through collaborative working with segments drive a coherent approach to this.
- Utilising the data provided by the IAM tool, SALUS and Power BI, undertake trend analysis and assist with regional reporting.

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.								
	EBIT growth:	n/a		Outsourcing rate:	n/a	Region Workforce	n/a	
Revenue n/a	EBIT margin:	n/a	Growth n/a					
FY:	Net income growth:	n/a	type:	Outsourcing	n/a	HR in Region	n/a	
	Cash conversion: n/a			growth rate:	11/a	Theyon	Π/α	
Characteristics	<ul> <li>Engagement required with Front-line teams, Segment Functional and Operational Teams, SME Managers and Functional Leads, Segment HSEQ Leads</li> <li>Underpinning technical competency</li> <li>Management skillset (people &amp; projects)</li> <li>Multi-disciplinary role requiring reactive and proactive skills and ability to react quickly to urgent requirements with an ability to stay focused on business objectives &amp; priorities.</li> </ul>							



**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.

- Time management plays a key part in ensuring deadlines are met and workloads are assessed and prioritised effectively.
- Due to the nature of Sodexo's business of working on our clients' premises the ability to capture data for performance reporting is important within the scope of the tools available to us.
- The role is heavily reliant on support from other areas of the business; seeking colleagues 'buy-in' or commitment to ideas and suggestions requires good influencing and communication skills.
- The geographical spread of the locations where Sodexo operates, and the number of locations presents challenges in standardising practices.
- Segments have different risk and maturity profiles and the systems must be fit for purpose in all
- Managing proactive and delivering continual improvement against a back-drop of reactive incidents and issues.

## 5. Main assignments – Indicate the main activities / duties to be conducted in the job. Act as a point of contact on Health and Safety and Food Safety: respond to operational queries; contribute to tenders. Support the Regional Head of Health, Safety and Food Safety to deliver the UK&I Regional HSE improvement plan, and relevant activities. Develop regionally compliant Health Safety management procedures and guidance materials to support the operational business comply with Health and Safety requirements imposed by statute or policy. Where

- operational business comply with Health and Safety requirements imposed by statute or policy. Where applicable, obtain Assured Advice from Sodexo's Primary Authority.
- Ensure all HSE processes are held on the DMS and maintained in line with current legislative requirements and internal quality control processes.

- Ensuring the Central risk assessments and COSHH assessments are current and up to date and advising on new risks / products
- Support in keeping legal registers up to date.
- Provide support to segments undertaking investigations into incidents, review quickshares in preparation for regional approval and cascade.
- Develop training and communications content for Regional Safety initiatives/ campaigns and ensure content is kept up to date.
- Deliver Health and Safety SME training to colleagues in safety teams e.g. SMS changes, audit trends/ investigation techniques.
- Support to provide consultee response to relevant Health and Safety consultations.
- Liaise and build relationships with internal teams and provide Health and Safety SME Support such as Supply Management, FM platform, Food platform ESG committee.
- Provide SME support to the Supply Management Team is respect of supplier onboarding queries, PQQ assessments, preparation and update of PQQ question sets which sit in Arcus and preparation and support the review and update of the Food and None Food Supplier Codes of Practice, product safety concerns etc.
- Undertake regular sample reviews of safety incidents undertaken by the segments and provide robust feedback to continually improve the quality of reporting and the sharing of lessons learnt. Use the reviews to ensure that lessons learnt are shared at a regional level and through collaborative working with segments drive a coherent approach to this.
- Keep up to date with Health and Safety legislation and guidance in UK and Ireland, ensure our standards remain compliant.
- Monitor safety trends in the media and other industry partners to identify risk or potential new developments.
- Support the preparation, distribution and maintenance of a suitable and sufficient Food Safety Communications such as Business Alerts e.g. for Product Recalls, Quick Shares and Safety Moments
- Produce trend data and report's using power BI and Salus when required.
- Undertake audits where demand necessary
- 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.
  - Support the development of a regionally compliant Health and Safety Management system to support the operational business comply with Health and Safety requirements imposed by statute or Policy.
  - Deliver innovative, relevant low complex Health and Safety management initiatives that drive culture maturity across the UK&I Region

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Certificate-level qualification that provides an excellent foundation in health and safety or food safety people starting out on a career in health and safety. Or food safety eg NEBOSH General Certificate or Food Safety Level 3
- Desire to working towards being a Member of IOSH or the Chartered Institute of Environmental Health (CIEH) or equivalent.
- Maintain core competencies through continual professional development (e.g. via IOSH or similar professional membership body)
- Analytical thinking and decision-making skills; able to analyse complex situations by looking at multiple causes and effects
- A methodical and analytical approach to dealing with issues, the ability to identify problems and develop strategies to address them.

- · Ability to communicate with a range of levels of management in an organisation & good presentation skills
- Demonstrate an ability to manage multiple tasks and assess priority effectively
- Ability to perform with minimal supervision.
- Full UK and Ireland driving Licence; Fully mobile to travel across the UK and Ireland Region
- Ideally previous work experience or placement in similar environment

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires
 Focusing on client and customer
 Intellectual agility and eagerness to learn
 Strategy and implementation
 Driving for change
 Delivering stretched results
 Personal and influencing skills
 Maintain Professional Status & CPD

9. Management Approval – To be completed by document owner									
Version	V1	Date	28.03.2024						
Document Owner									