



**3. Organization chart**

Function:	
Position:	Account Director Scotland
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Account Director
Additional reporting line to:	Close liaison with Divisional Directors in the Scotland Region
Position location:	No Fixed Location – Based at Sodexo Live! Scotland sites and North Fort Street

Account Director

Health and Safety Manager Scotland

**1. Purpose of the Job**

As Health and Safety Manager Quality and Environment (HSQE) segment. You will provide expert leadership in our Health, Safety, Quality and Environment (HSQE) and Business Continuity Planning across the segment. You will provide expert leadership in our Health, Safety, Quality and Environment (HSQE) and Business Continuity Planning across the segment. You will provide expert leadership in our Health, Safety, Quality and Environment (HSQE) and Business Continuity Planning across the segment. You will provide expert leadership in our Health, Safety, Quality and Environment (HSQE) and Business Continuity Planning across the segment.

You will ensure that business units are recognising, recording and taking appropriate action to manage risk. You will engage with the appropriate management teams to ensure that company standards with relation to HSEQ are in place and provide a conduit for localised teams to raise safety related matters for the senior team to consider. You will provide expertise in the Sodexo Management System and the technology tools, documentation and processes that support this.

You will be expected to support and guide sites to deliver in line with the Sodexo Safety Management System. You visit sites regularly during operational and non-operational periods and will ensure that they are meeting the requirements of the policies and procedures contained within this framework, providing appropriate direction and feedback to site management and liaising with clients where necessary.

**2. Dimensions**

**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.

- Sodexo Live! operates as a globally managed segment whereas other segments within the UK are regionally managed
- There is a global focus on driving a Zero Harm Mindset across the business
- The Sodexo Live! business is primarily built on food related services in large scale and on occasion



temporary facilities

- The workforce of the segment has a large casual population nature, with a proportion of this coming from agency partners, requiring consideration in communication and training methodology
- The wider food safety environment is continuing to develop, increasing the focus on allergens and providing the customer base with information relating to menu choices
- Safety metrics can vary site by site across the segment and in market sectors both in real and relative terms

## 5. Main assignments

### Expert Advice and Leadership

- Provide management with expert advice in HSQE, food safety, fire safety and employee wellbeing.
- Represent the business in regional HSQE professional communities
- Take a lead in the deployment of segment level standard operating processes
- Review all accident reports where an LTIR resulted, Life Safety Cases or regulatory interventions and provide an independent assessment of the causation and actions required. Provide the executive team with any recommendations as a result and complete Quick Share learning tools where appropriate
- Provide senior level oversight of incident management and support regional escalations

### Strategic Planning and execution

- Play a leadership role in delivering the strategic plan to achieve regional and segment HSQE targets
- Influence and engage the senior leadership team to enhance the culture and performance in HSQE

### Risk and Business continuity Management

- Be a subject matter expert in the use of JCAD (or equivalent) and provide training to users where required
- Monitor the content of the Risk Register for the Scotland business to ensure ongoing engagement and to check that risks are being recorded and actively managed
- Support the business in completing Business Continuity Plans and support the testing of segment and site level plans

### Community Leadership

- Contribute to the health and safety advisor community within the segment and take a leadership role in this community, building a strong network to ensure quality communication flows

- Support the collation of data and content to support the HSQE narrative at monthly health and safety committee meetings
- Ensure that the output of the H&S committee is communicated to sites and relevant actions are completed

### **Operational Support**

- Be a subject matter expert in the use of Salus (or equivalent) and provide training to users where required
- Be a subject matter expert in the use of the SMS (or equivalent) and provide training to users where required
- Be a subject matter expert in the use of the DMS (or equivalent) for the recording and sharing of documentation relating to Health and Safety and provide training to users where required
- Ensure timely and effective communication and resolution of health and safety issues
- Oversee the completion of Health and Safety tasks within new site mobilisation, supporting the local team in the assessment of any exceptional risks and guiding them through the process.
- Regularly attend sites to review practices and documentation and to provide expert guidance
- Complete T1 and T2 audits to support management with independent review of site processes
- Monitor completion of audits to check that all the agreed calendar is being maintained and ensure that action plans are created and completed in a timely manner

### **6. Accountabilities**

- Achievement of continual improvement in the Zero Harm Mindset Maturity Index of the Sodexo Live! business
- Achievement of continual improvement in the Food Safety Maturity Index of the Sodexo Live! business
- Ongoing reduction in the LTIR rate of the Sodexo Live! business
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### **7. Person Specification**

#### **Qualifications:**

- NEBOSH Diploma or NVQ Level 4 or above
- Intermediate Food hygiene Level 3 or above
- HACCP Level 3
- Desirable to have Chartered Environmental Health Practitioner, Chartered Safety and Health Practitioner or similar and Environmental management experience and/or qualification

#### **Skills and Competencies:**



- Experience in a health and safety role, preferably within a multi-site organisation.
- Strong knowledge of HSQE regulations, standards, and best practices.
- Excellent leadership, communication, interpersonal and presentation skills.
- Ability to influence, engage and motivate management and cross-functional teams.
- Strong problem-solving and decision-making abilities.
- Experience with risk management and business continuity planning.
- Risk assessment and management
- Incident management and investigation
- Passion for the hospitality industry
- Problem solving, innovating and change management
- Familiarity with safety management systems and software

### 8. Management Approval

Version	1	Date	05/09/24
Document Owner			

### 9. Employee Approval

Employee Name		Date	
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