

Job Description: Safety, Audit & Environment Operative



Function:	Government UK & Ireland, Agencies & Property Professional Services
Position:	Safety, Audit & Environment Operative
Position holder:	
Date (in post since):	
Immediate manager (N+1 Job title and name):	Shift Operations Lead
Additional reporting line to:	Safety, Audit & Environment Manager
Position location:	DEFRA Border Control Point – Sevington

1. Purpose of the Job

- Ensure we keep our people, clients, customers at the DEFRA site, safe and healthy.
- Prevent any pollution incidents from happening in the first place and containing pollutants if a spill occurs.
- Provide professional safety and pollution guidance to all site users.

2. Dimensions

Characteristics	<ul style="list-style-type: none">▪ Pass all internal and external audits.▪ Company and legislative compliance.▪ Achieve budget and DEFRA KPIs.▪ Completion of Team Briefs, employee appraisals and actions to improve health and safety, and employee engagement levels.
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3. Organisation chart



4. Context and main issues

- Provide support and guidance to site users investigating accidents and incidents to identify root cause problems, eliminate existing dangers and develop solutions that will reduce the risk of other accidents from occurring.
- Support the development of site-based Safe Systems of Work (SSOW), following *Sodexo's 7 safety nets*, linking into Standard Operating Procedures (SOPs) aligned with the Operational Management Plan (OMP).
- Holyhead only - core attendance will be day shift, but the role will require flexibility to attend other shifts when required to deliver safety and environment support.

5. Main assignments

- Provide technical support to the DEFRA contract for safety, audit, and environmental activities across the site.
- Create and maintain a calendar for internal and external inspections and audits, communicating this with site teams and the Safety, Audit & Environment Manager to ensure compliance.
- Act as the Ground Commander for pollution control incidents, responding in accordance with the Operational Management Plan (OMP).
- Attend Safety & Environment meetings as required and maintain records of audits, inspections, and enforcement actions.
- Coordinate and quality-check all policies, procedures, and documents, ensuring they are regularly reviewed.
- Assist the Safety & Environment Team with online storage and management of health, safety, and pollution information.
- Monitor the Safety & Environment mailbox, responding to or distributing inquiries as needed.
- Provide support in investigating accidents, developing safety solutions, and managing pollution control incidents, while maintaining site safety documentation and records.
- Assist in the development and implementation of Safe Systems of Work (SSOW), conduct audits and inspections, and support environmental and safety activities.
- Deliver training on safety procedures, site inductions, and manage communication with site teams and external contractors regarding inspections and waste management.
- Support the Safety, Audit & Environment Manager with administrative tasks, environmental reporting, and document management, ensuring compliance with safety standards.
- Perform water depth and pH scale readings, penstock checks, and manage pollution control measures, including liaising with third parties when necessary.
- Assist in the social impact biodiversity enhancement plan for the site.

This list is not exhaustive, and the post holder will be expected to carry out other reasonable duties from time to time as requested by management.

6. Accountabilities

- Accurate completion of tasks detailed in the work requirements resulting in successful audits and minimal customer/client complaints.
- Support the Sodexo team by being open to change and new ways of working.

- Support the Sodexo team to continually develop and improve our performance in all areas.

7. Person Specification

Essential

- IOSH Level 3 or equivalent.
- Ground Commander Awareness.
- Experience of producing and presenting reports.
- Ability to work both with others as part of a team and also independently.
- Strong customer relationship skills.
- Good influencing and communication skills.
- Ability to handle multiple priorities in a fast-paced work environment.
- Demonstrated ability to coach & develop individuals within the team.
- Financial and business awareness.
- Takes accountability and responsibility for delivering required results.
- Competent with MS 365 (Word, Excel, PowerPoint, Outlook, Teams, SharePoint).
- Ability to prioritise own workload with minimal supervision and use of own initiative.
- Evidence of delivering innovation and engaging positively with continuous change and improvement.
- Strong Analytical and decision-making skills.
- Self-motivated, confident, honest, and flexible, with a professional work ethic.
- Demonstrated experience in implementing, evaluating, and improving business processes.
- A strong commitment to Zero Harm and a strong safety culture.
- Applicants need to be eligible to pass security vetting carried out by the Client.
- Willingness to learn and develop health and safety knowledge and skills.

Desirable

- NEBOSH General Certificate or equivalent.
- Safety, Health and Environment Technician Level 3 Qualification.
- Experience of data analytics
- Previous experience in a Safety/Pollution officer, assistant or lead officer role.
- Experience of working with or for a logistics organisation.

8. Competencies

Client & Customer Satisfaction / Quality of Services provided	Business Consulting
Leadership & People Management	Commercial Awareness
Rigorous management of results	Brand Notoriety
Innovation and Change	Learning & Development
Employee Engagement	

9. Management Approval

Version	1.4	Date	01.08.2024
Document Owner	David Dunn, Sean Chapman		

10. Employee Approval

Employee Name		Date	
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