

Function:	Health & Safety
Position:	Health and Safety Executive
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of HSEQ
Additional reporting line to:	
Position location:	Homeworker with National Travel as Business Requires

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

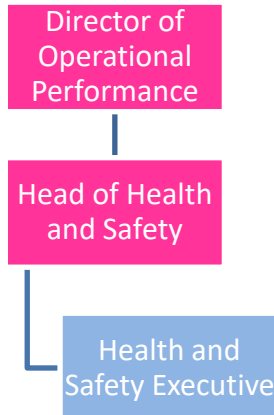
As Health and Safety Executive you will be dedicated to taking a leadership role in our Health, Safety, Quality and Environment (HSQE) efforts, Risk Management and Business Continuity Planning across the segment. You will provide expert advice in HSEQ, Food Safety, Fire Safety and employee wellbeing. You will provide insightful, data led guidance to the leadership team and represent our segment in regional and global HSQE forums, where appropriate. You will support the development and execution of strategic plans and drive improvements in culture and performance through effective engagement with all levels of employees within Sodexo Live!

You will ensure that the segment is recognising, recording and taking appropriate action to manage risk. You will engage with the segment management team 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.

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.

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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.



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 is primarily casual in nature, with a proportion of this coming from agency partners.
- 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
- The LTI rate of the segment has increased in the past few years and is currently above the target level, despite falling slightly over the course of FY24
- There has been an increased engagement in Near Miss to Accident reporting
- Safety metrics can vary site by site across the segment and in market sectors both in real and relative terms
- There are a number of areas where the adoption of a best practice methodology and standardisation offers opportunity to increase the safety performance of the business. Setting these out and avoiding excessive exceptions is a key area of focus.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Expert Advice and Leadership

- Provide the segment with expert advice in HSQE, food safety, fire safety and employee wellbeing.
- Represent the segment in regional and global HSQE professional communities in the absence of the Head of Health and Safety or where delegated

- Take a lead in the creation of segment level standard operating processes where this is required. Delegate where appropriate.
- 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.
- Provide senior level oversight of incident management and handle regional escalations
- Co-ordinate the annual planning of safety audits at appropriate levels across the business

Strategic Planning and execution

- Play a leadership role in developing and 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 segment to ensure ongoing engagement and to check that risks are being recorded and actively managed
- Ensure the completion and maintenance of Site-level business continuity plans
- Support the business in completing Business Continuity Plans and support the testing of segment and site level plans

Safety Culture promotion

- Promote a positive safety culture across the Segment

Community Leadership

- Mentor the health and safety advisor community within the segment and take a leadership role in this community
- Lead the collation of data and content to support the HSQE narrative at monthly health and safety committee meetings
- Provide insight to this committee with relation to leading indicators and make informed recommendations as a result

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
- Monitor the health and safety inbox in the absence of the Health and Safety Executive
- 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

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organisation; they should focus on end results, not duties or activities.

- 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
- Rating of above 80% in all T3 audits across the segment
- Between 75 and 99% of all T3 audit actions closed out within the specified timeframe

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

Qualifications:

- NEBOSH Diploma
- Food Safety Level 4
- HACCP Level 4

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, and interpersonal skills.
- Ability to influence and engage senior executives and cross-functional teams.
- Strong problem-solving and decision-making abilities.
- Experience with risk management and business continuity planning.
- Strong communication and presentation skills
- Risk assessment and management
- Incident management and investigation
- Ability to promote a positive safety culture in an engaging manner

8. Management Approval – To be completed by document owner

Version	1	Date	
Document Owner			



9. Employee Approval – To be completed by employee

Employee Name		Date	
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