

Job Description:

HSEQ Audit & Compliance Manager

UK&I



Function:	Tech & Services - HSEQ
Job:	HSEQ
Position:	HSEQ Audit & Compliance Manager
Job holder:	N/A
Date (in job since):	
Immediate manager (N+1 Job title and name):	Lead Audit and Compliance Manager
Additional reporting line to:	
Position location:	Home based with travel Sodexo site operations in UK&I

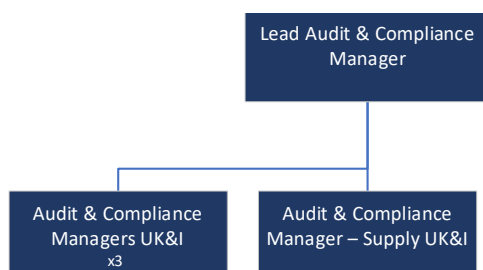
1. Purpose of the Job – State concisely the aim of the job.

- The purpose of this role is to provide assurance through monitoring, advising and guiding on compliance against Sodexo's health, safety (inc. food safety), environment and quality policies and procedures as necessary, either through routine programmed auditing, following incidents and accidents or other reactive issues.
- To develop a collaborative relationship with Segments to provide support and guidance on compliance issues and to provide an 'Independent' lens when needed.
- Through audit and review identify ways to help segments drive compliance performance forward with robust action plans and flagging of lessons learnt to help the HSEQ Teams get the most from the audit and review process.

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.

Revenue FY24:	€	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region
		Net income growth:	n/a					
		Cash conversion:	n/a					
Characteristics								

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.

- Working within a fast-paced industry, the successful post holder will need to be forward thinking and of an agile ability to function within an ever-changing environment.
- Role that requires an independent thinker, natural problem solver with a can-do attitude that will help identify practical solutions for execution by the operational teams.
- Strong ability to interpret data and identify trends to enable time and resources to be utilised in the best possible way.
- Requirement of a dynamic approach for developing innovative actions to raise HSEQ performance and differentiate the business and services in a competitive marketplace
- To work as part of the wider HSEQ Community through Regional engagement to drive continual improvement across all parts of the business sharing best practice and embracing collaborative working.
- Providing a key role in Sodexo UK/Is Governance framework, responsible for the independent verification of compliance to internal process and legislative requirements.
- Familiar with legal requirements for HSE and Food as applicable in UK, Scotland, Ireland and Wales.
- Ability to take on board at short notice activities as they occur – e.g. independent accident investigations.
- Prepared to travel extensively across the UK and Ireland.

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

- Audit Sodexo's operational activities against legislative requirements and Company health and safety, food safety, and quality policies and procedures to both areas of good practice and areas of non-compliance.
- Assist the Lead Audit and Compliance Manager in the development and management of the compliance audit process, but moreover execute that process to provide an accurate and timely assessment of compliance, capability and delivery with the operational (and functional) areas of the business.
- As part of that design and management aspect, the post holder will be responsible for taking a holistic cross-Segment view of the operations within their geographical or Segment area and working with the Lead Audit and Compliance Manager and the Segment Heads of HSE to agree the risk-based auditing approach.
- Plan and advise on risk using evidence-based findings to reduce risk to the business. Utilise available data sources to make risk-based decisions enabling the post holder to manage identified risks appropriately.
- Sample review accidents and incidents to verify the quality of the report and ensure a root cause has been identified as well as safety nets verified, and lessons learnt are clear to prevent recurrent. Work with the segments to advise on opportunities for improvement when identified via general review and test implementation at audit.
- Review Assessment of risk (AoR) audits / mobilisations undertaken by segments to verify the quality, content and timing is in line with Sodexo standards. Ensure any new risks are flagged with the SO HSEQ team as well as Segment.
- Produce documented action plans with solutions and ways to achieve compliance (or plan via IAM where deployed) for operators, which if followed would mitigate health, safety, environmental and quality risks. Monitor and report on closure within defined timeframes.
- Working as a team and through audit and review, recommend to the Heads of Quality, HSE and Food safety changes to Company HSEQ / food safety policies or procedures to keep the organisation legally compliant.
- Liaise with Legal team where required for any supporting legal related governance / regulatory reasons.

- Apply and adopt a flexible approach in supporting the HSEQ Management Team.
- Any other activities as deemed necessary to support Sodexo's health and safety / food safety requirements.

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.

- Timely audits, clear succinct reporting and practical thought through action plans
- The critical friend to the business to identifying gaps in process and compliance to drive effective remedial actions to assist segments with clear priority plans
- Providing assurance from supplier audits and ensuring the implementation of Sodexo standards.
- High-risk sites proactively managed through to close-out.
- Incident management review and audit.
- Proactive risk aware manager that provides the business with timely and up to date advice and guidance
- Provision of an independent lens on the business.

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

- Strong knowledge and practiced application of HSEQ within FM services.
- Knowledge and practiced application of food hygiene and health and safety legislation in UK, Scotland, Wales and Ireland is preferred but not essential.
- Interpersonal skills combined with high accuracy during audit and investigation work and feedback processes, whether written or verbal.
- Ability to demonstrate effective communication skills in particular presentation of technical or non-technical information.
- Proficient in IT applications such as MS Outlook, MS Excel and MS Word.
- Full UK driving licence and fully mobile to travel extensively to the Sodexo premises within their patch, and beyond as required.
- Relevant Safety, Quality, Environmental qualification, diploma or above preferred.
- Member of relevant professional body, for example: Institution of Occupational Safety and Health (IOSH), Institute of Workplace and Facilities Management (IWFM), Chartered Quality Institute (CQI).

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	<ul style="list-style-type: none"> ▪ Business Consulting
<ul style="list-style-type: none"> ▪ Commercial Awareness 	
<ul style="list-style-type: none"> ▪ HSEQ Professional Qualification 	

9. Management Approval – To be completed by document owner

Version	1.0	Date	27/02/2025
Document Owner	Chris Achillea		