

Job Description: Health & Safety Manager



Function:	Health & Safety
Position:	Senior H&S Advisor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	Dublin

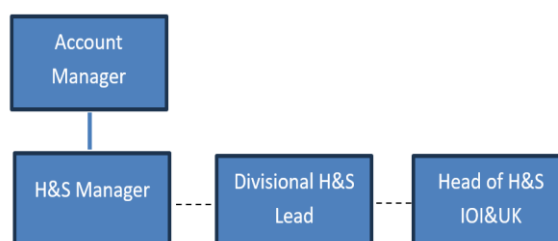
1. Purpose of the Job – State concisely the aim of the job.

- To promote a positive culture of health and safety and provide solutions across all service lines while ensuring compliance with all Sodexo UK&I Health & Safety, Food Safety, Risk, Business Continuity and Environmental Policy and Processes
- Monitoring and providing support, advice and expertise to operational teams with respect to Occupational Health & Safety issues, including statistics and suitable control measure
- To lead health & safety across the account.
- To drive the implementation of Sodexo Health & Safety and Food Safety Policies and Processes across the account
- Undertake environmental, health and safety planning, agreeing priorities and establishing adequate systems for performance management.
- Support the achievement of Global, UK&I, Segment and account targets by review of performance data and implementation of initiatives.

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 :	€tbc	EBIT growth:	N/A	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	N/A			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	N/A						
		Cash conversion:	N/A						
Characteristics		▪ Provide direction on HSEQ and risk management matters to operational and management team. ▪ Provide business resilience support to sites							

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.

- Ensuring Client satisfaction
- Zero accident rate across the account
- Improved Health & Safety awareness and cultures
- Maintain near miss reporting across the account
- Engage with the wider HSEQ Community / Professional Family to drive continual improvement across the account
- Implement, monitor and review health and safety processes and action plans to ensure compliance with best practice and legislative requirements.
- Implementation of the Sodexo Corporate Services Document Management System on sites
- Production of site and task specific documentation while site teams maintain service delivery
- Support on the development and implementation of Risk Management and Business Continuity Initiatives.

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

- Drive and promote a positive safety culture through the activities outlined within this Job Description
- Review and implement the policies and procedures for Health & Safety for contracts and liaise with operations teams to ensure that appropriate monitoring is in place so that all personnel understand and are adequately trained to carry out their individual responsibility in relation to Health & Safety at work
- Provide competent and best practice advice in relation to Health & Safety issues across all service lines
- Help promote and develop a safety culture which secures effective implementation of policy, procedures and responsibilities throughout the Sodexo operational delivery
- Work closely with IOI (Island of Ireland) HSEQ team
- Assist with the development of relevant training plans to ensure employees are competent to deliver services from a Health & Safety perspective
- Formulate, implement, monitor and support review of Health & Safety policy and procedures, and support with action plans following audits, and Lost Time Injury accidents/incidents to ensure the contract complies with best practice and legislative requirements
- Monitor the production and review of risk assessments and associated safe work practices to ensure they are sufficient in detail and proportionate to the risk
- Undertake regular Health & Safety walks, inspections and audits of units and report findings
- Ensure that accidents and near misses are reported and investigated to legislative prescribed standards
- Promote and maintain appropriate relationships with HSEQ team and stator authorities
- Attend regular meetings with the IOI HSEQ team

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.

- Provide a high level of operational service support to management and operational staff, establishing specific requirements, identifying and facilitating the resolution of all specific issues to provide a high level of support and add value to operations.
- Implementation and delivery of initiatives supporting the achievement of Sodexo and client targets and Safety Culture / Behaviour change.
- Ensure full compliance with relevant legislative and company standards
- Provide a monthly and quarterly update on performance, to Sodexo and client Account Managers and Director against targets and objectives including the reduction on LTIR.

- Ensure the timely reporting of all incidents and ensure the timely completion of investigations on all such incidents.

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

- Level 8 Diploma or equivalent qualification in an occupation health and safety.
- IOSH member
- Proven experience within a Hard FM/ M&E environment
- Detailed knowledge of current Health & Safety legislation
- Experience of Food Safety / HACCP
- Ability to prioritise, work to tight deadlines, both prescribed and self-imposed
- Ability to establish and maintain good working relationships at all levels
- Excellent communication and presentation skills
- Articulate and able to confidently present to all levels of management and colleagues
- Proficient in Microsoft office applications
- Able to work outside of normal hours if an emergency situation arises which needs urgent attention

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

▪ Cultures innovation	▪ Ensures accountability
▪ Collaborates	▪ Communicates effectively
▪ Decision quality	▪ Learning and Development
▪ Business insight	▪ Drives results
▪ Organisation and planning	▪ Creative problem solving
▪ Quality Focus	▪ Impact and Influence
▪ Employee Engagement	▪ Leadership and People Management

9. Management Approval – To be completed by document owner

Version	1	Date	November 2025
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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