

Job Description: Health & Safety Manager

Function: Operations – Energy & Resources	
Position: Health and Safety Manager Government & Energy	
Job holder:	
Date (in job since):	
Immediate manager: Sub Segment HSEQ Lead (N+1 Job title and name):	
Additional reporting line to: Operations Director / Regional Managers / Contract Directors UK&I	
Position location: National – UK&I	

1. Purpose of the Job – State concisely the aim of the job.
- Responsible for ensuring delivery of Sodexo Integrated Management System including Quality, Health, Safety, and environmental best practice, across all elements of service delivery platforms within your area of responsibility, ensuring compliance with current health and safety legislation, approved codes of practice and company policies and procedures. - Focusing on adherence to service excellence and continuous improvement of the management system. - Ensuring that there is a provision of competent safety advice to all managers and front-line staff within contract. - To work in close collaboration with the operational contracts, developing pragmatic, open minded and trusted working relationships between operations and HSE function. - To work proactively to establish and maintain safe systems of work and a safe environment for colleagues and customers. - Liaison with the client and internal Sodexo (including sub-segment) Head of HSE and Segment functional leadership) and external stakeholders (including HSE Executive, Environmental Health where appropriate) on an emergency and routine basis. - Working alongside the Social Impact & Sustainability Manager to conducts audits, site risk assessments and in production of environmental management plans.

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

- Promote our Zero Harm Mindset (ZHM) and develop strategies to move up the Safety Maturity Framework.
- Facilitate the maintenance and management of health, safety, environmental and well-being through systems, audit/ inspection and the establishment of high standards and expectations on employees of service excellence and safety awareness behaviours / performance.
- Develop and maintain robust Business Continuity and Disaster Recovery (BCDR) plans for individual sites and the contract.
- Develop and maintain suitable safe systems of work and associated H&S policies relevant to service delivery on the contract.
- Maintain oversight of compliance monitoring, risk assessment and mitigation measures.
- Develop a bi-annual audit schedule which covers each location, with instructions provided to the Workplace Services Manager who will conduct the audit and manage the findings and outputs. Provide thematic/subject specific inspections where appropriate.
- To govern the Integrated Management System (IMS) audit program for HSEQ standards and to ensure that all units are regularly audited to contract requirement.
- To report on the performance of the IMS system and key measures at Management review meetings and use this as a forum for any improvements.
- Advise on matters relating to the Environment and Health and Safety at work including the obligations and responsibilities of managers and employees; and provide comprehensive and practical advice to managers on best practice.
Provide functional input and support to new development, retention and organic growth opportunities – liaising as required with the business development function and other SMEs as required.
- Provide appropriate accident investigation methodology to ensure personal management accountability and improve risk management, including monitoring and interpretation of statistical data and formulate into a monthly report.
- Compliance to all company/contract, documentation, audits, and administration procedures are carried out to the company standard including rigorous oversight of T1, T2 and T3 audit findings..
- Legislative compliance, ensuring that all HSE aspects of the business are conducted in accordance with all relevant statutory requirements and Codes of Practice
- Liaison with the external quality auditors on initial assessments and the coordination of subsequent surveillance visits ensuring Safeguard and the Quality Lead are kept informed.
- Undertake planning, including the setting of goals, agreeing priorities, and establishing adequate systems for performance management.
- Act as a conduit internal and external, bring our corporate and social responsibility plans into our business-as-usual mindset and ensure all activities are recorded and published.
- Management of client relationships and expectations relevant to the job role. Maintain formal and informal communications with clients, Sodexo, HSE Executive, sub-contractors, and customers. A positive pro-active approach must be made to the client as well as being supportive to their needs.
- In conjunction with the Learning and Development Business Partner, assist in the delivery of comprehensive operational technical training to promote, develop and sustain a positive Health and Safety awareness culture throughout business operations.
- To develop and ensure delivery of the Contract audit program ensuring close outs of action plans are adhered to within the stipulated timeline.
- Investigation of HSE and food safety issues within the contracts including liaison with and support from Segment and Region as appropriate.
- 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.

3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Meeting all legislative requirements – ensuring that we meet UK&I legislative requirements, contractual obligations, in line with Sodexo policies/procedures.
- Maintenance of management system – Including ISO 9001:2008; OHSAS 18001; ISO 14001
- Maintain food safety standards - by auditing in line with Sodexo policies & procedures. Investigate food related observations raised by any EHO.
- Stakeholder Engagement - Influencing internal and external stakeholders, including the other lot provider and professional families to drive improvements in Health & Safety.
- Driving innovation, industry & best practice – to meet contractual obligations and Sodexo targets.
- Data management & analysis - Managing large volumes of complex data from multiple sources and in differing formats, interpretation of data, turning it into insight.
- Maintaining knowledge – as industry best practice and legislation changes and understanding the impact to the estate.

4. 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.

- Overall responsibility for the stakeholder engagement around Health & Safety.
- Foster a culture of continuous improvement - Lead the delivery of Sodexo Health & Safety strategy on the contract, working collaboratively with all internal and external stakeholders as required.
- Implement policies and driving compliance to meet H&S accident reduction targets (LTI, near miss, safety observations) identified by Sodexo and to meet any associated requirements.
- Ensure operational management reporting all accidents, near misses and route cause analysis within given timelines.
- Provide data and insight, and any necessary formal reporting to support a positive safety culture.

5. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

The ideal candidate must possess the following skills;

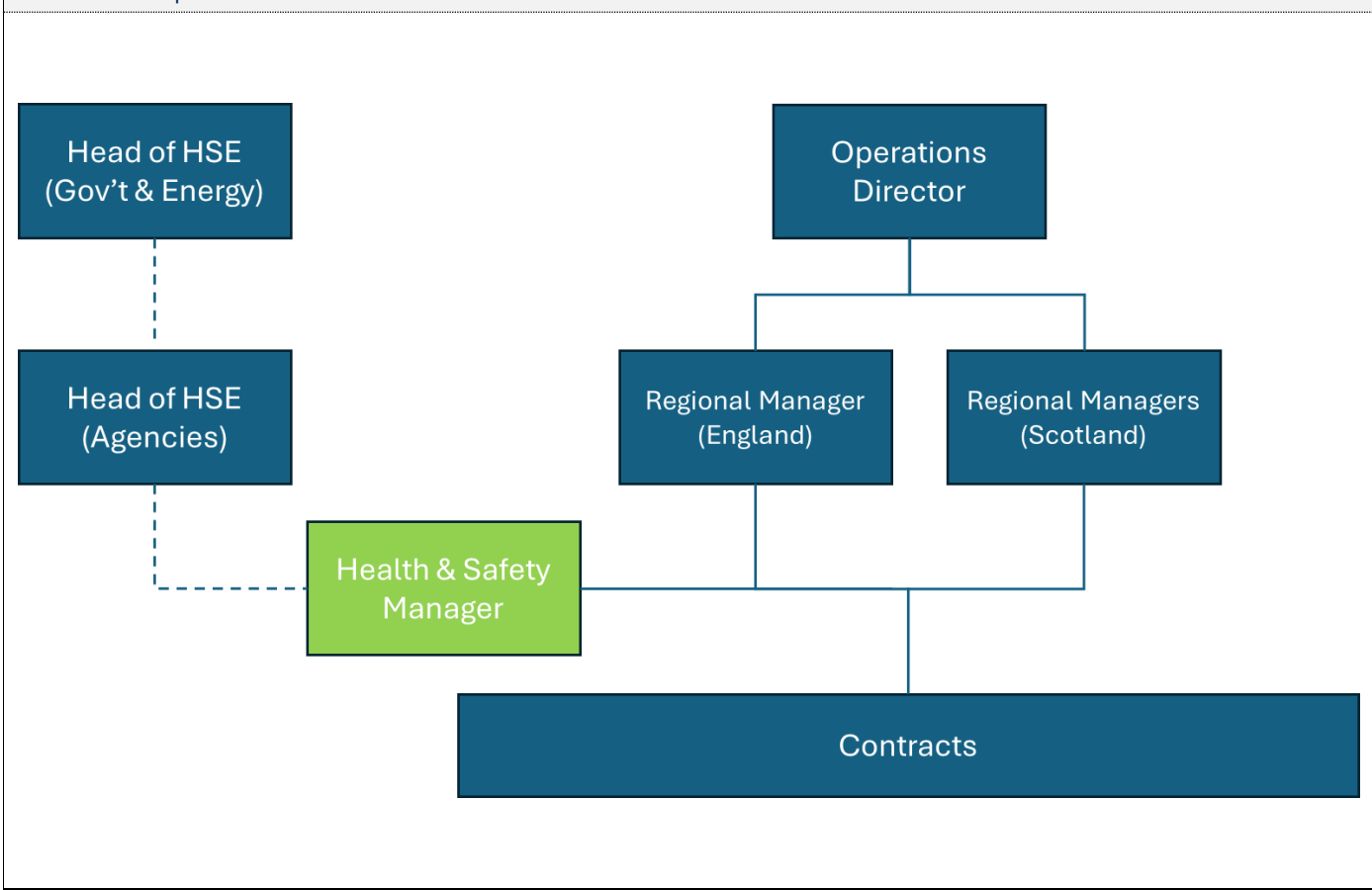
Essential:

- 3 years' experience of managing safety in a similar FM service environment.
- Commitment to HSEQ management and experience within an HSEQ role.
- Certification to NEBOSH Diploma 5+.
- Level 4 Food Safety Qualification (or to be met within 6 months).
- Able to work on own initiative and within a senior leadership team environment.
- Good numerical, interpersonal and communication skills, must be able to demonstrate effective verbal and written communication.
- Follows and understands latest legislative regulations and standards.
- Able to demonstrate working knowledge of MS Office (Word, Excel and Outlook).
- Be subject to client security clearance and vetting requirements – BPSS and SC
- Willing to Travel & Support Remote sites
- Operationally driven

Desirable:

- Level 6 Health and Safety Qualification
- Experience of working in Central Government contracts (NEC3)
- Able to demonstrate achievement of continuous improvement in the workplace.
- Level 3 or above qualification and or Member of a facilities organisation such as IWFM or ISOH

6. Organization chart – Indicate schematically the position of the job within the organization. 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.



This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken.

It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business.

I can confirm I have read the full content of my job description and understand the requirements of this role:

Received:

Date:

Date:

Job holder

Immediate Manager

