

Job Description:   
[Job Title]

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| Function: | | | | Defence & Government Services | | | | | | | | |
| Position: | | | | HSE Executive | | | | | | | | |
| Job holder: | | | | n/a | | | | | | | | |
| Date (in job since): | | | | n/a | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Paul Griffin, Divisional Director | | | | | | | | |
| Additional reporting line to: | | | | n/a | | | | | | | | |
| Position location: | | | | Flexible | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Enable the Defence and Government Services Segment’s Operational and Functional management, and front-line team members, to be compliant with Sodexo UKI’s HSE Policies and drive continual improvement in HSE culture and performance * To lead the HSE contract based teams and to ensure their continued professional development | | | | | | | | | | | | |
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| 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 FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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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. |
| MD Cyprus  MD Government Services  Divisional Director Defence  HSE Executive |

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| **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. |
| * To ensure that Sodexo Defence and Government Services managers and colleagues receive suitable and sufficient information, instruction and training in all matters HSE to enable compliance with statutory legislation and company policy. * To drive consistently across all parts of the business continued improvement in HSE |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Prepare and maintain a Segment health, safety, environmental and risk management plan that adds value to the Global and UK&I strategy and consequently drives improvement in health, safety and risk performance across the segment as measured through the established Corporate leading and lagging indicators * Provide planning and technical HSE input to the Segment leadership team, focusing specifically on the Segments Operational Management to deliver the Segment, and therefore the UKIs HSE, Food Safety, Risk Management and BCM policy requirements. * Ensure that requirements of the corporate health, safety, environmental and risk management systems are effectively implemented across all operational locations the Segment operates, temporary or permanent and in accordance with client requirements * Establish, maintain and support a robust Segment risk management process that is aligned with the UK & Ireland risk management policy and which ensures risks within the Segment are identified, assessed and mitigated in accordance with the UKI risk management matrix. * Communicate the requirements of the Segment H&S, Environmental, Food Safety and Risk Management programmes across the Segment, including the Segment Management teams and frontline employees * Drive and promote a positive safety culture through the activities outlined within this Job Description. * Interface, both proactively and reactively, with client HSE (or equivalent) managers / advisors / consultants etc. in the promotion of Sodexo’s HSE policies, strategies, plans, and risk control arrangements. * Contribute to the implementation of the ‘Better Tomorrow Plan’ across the Segment. * Support the Segment Business Development team through effective risk evaluation during pipeline development and provide technical contributions for bid response submissions. * Represent the Segment at all health, safety, food safety, environmental, business continuity and risk forums established by the Company. * To provide support to all HSE professionals across the Defence and Government services segment * To work with the corporate Environmental manager to ensure the corporate environmental / sustainability plan is driven down in to the segment via a segment specific plan and that this is appropriately communicated, implemented, driven and monitored * To advise on the segment Business Continuity plan, to ensure timely review and communication to all stakeholders. * To ensure the segment BCP is tested at least 6 monthly. * To advise all contracts and assist in testing all contracts BCPs and that contract review at least 6 monthly * To hold regular meetings with the HSE team and ensure their continued professional development |

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| 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. |
| * To inform the Defence and Government Services Executive on a monthly basis statistical information on HSE performance against targets * To arrange the Defence and Government Services Executive quarterly risk management meeting and alert the Executive of any pass down risks * To ensure feedback is provided to the Defence and Government Services Executive regarding BCP activities in other segments |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience in managing health and safety in a multi-site environment * Experience of managing a team, strong leadership skills * NEBOSH Diploma or equivalent * Food safety experience * Experience in risk management and business continuity planning * Articulate and able to confidently present to all levels of management and colleagues * Effective influencing skills and stakeholder management * Proficient in Microsoft office applications * A team player |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Leadership & People Management | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety | * Business Consulting | | * Commercial Awareness |  | | * Employee Engagement |  | | * Learning & Development |  | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version |  | Date |  | | Document Owner |  | | | |