

Job Description

HSEQ – CSR Manager

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| Function | Government Agencies |
| Position | HSEQ – CSR Manager |
| Job Holder | |
| Date (in job since) | |
| Immediate manager | Contract Director |
| Additional reporting line | Segment HSEQ Executive |
| Position location | No Fixed Location (Assessable to locations throughout the North contract locations) |

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

- To ensure Sodexo Integrated Management System including Quality, Health, Safety, and environmental best practice, across all elements of service delivery platforms within MOJ Contract, ensuring compliance with current health and safety legislation, approved codes of practice and company policies and procedures.
- To ensure that there is a provision of competent safety advice to all managers and front-line staff across the Ministry of Justice North contractual region and to liaise with the client and Sodexo Defence & Government Services HSE Executive on safety matters on both an emergency and routine basis.
- Act as a focal point to ensure the ministry of justice contract deliver on our corporate and social value pledges

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

- Promote our zero harm mindset and develop strategies to move up the 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.
- To govern the Integrated Management System audit programme 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 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.
- 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 A&PPS, 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.

3. 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.

- Ensure legislative requirements, local client site rules, regulations, and Sodexo policies/procedures are adhered to across the account.
- **Maintenance of management system to ISO 9001:2008; OHSAS 18001; ISO 14001**
- Maintain food safety standards by audit and investigate food related observations raised by any EHO.
- Effective collaborative working with Sodexo external partners, MOJ and Her Majesty's Prisons and Probation Service (HMPPS) employees and MOJ consumers and personnel
- Flexibility on work schedule and location, with flexibility around hours of work, including overnight stays are required in order to meet business needs and as appropriate/necessary

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.

- Ensure LTI reduction targets and accident to near miss ratio identified by Sodexo are met.
- Assist to ensure operational management reporting all accidents, near misses and root cause analysis within given timelines.
- Responsible to manage any external audits within context.
- Lead the delivery of the Sodexo HSEQ, Corporate and Social responsibilities strategies. Providing governance, assurance as well as compliance to company and contractual KPIs.
- Ensure we deliver on our Corporate and Social responsibilities pledges.

5. 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.

- 2 direct reports (Quality and safety advisors)
- 16 Operational Managers supported.
- Revenue £24M
- >300 operational buildings
- 51 operational kitchens
- NEC3 KPIs thresholds 98%

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

Essential:

- 3 years' experience of managing safety in a similar soft FM service industry environment.
- Commitment to HSEQ management and experience within an HSEQ role
- Certification to NEBOSH General Certificate (or to be met within 6 months)
- Level 4 Food Safety Qualification (or to be met within 6 months)
- Ability to prioritise, work to tight deadlines, both prescribed and self – imposed.
- Good numerical, interpersonal and communication skills, must be able to demonstrate effective verbal and written communication.
- Able to demonstrate working knowledge of MS Office (Word, Excel and Outlook)

Desirable:

- Level 6 Health and Safety Qualification
- Experience of working in Central Government contracts (NEC3)
- Able to work on own initiative and within a senior leadership team environment.
- Certificate level environmental qualification
- 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

7. 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. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



Received:

Date:

Date:

Job holder

Immediate Manager