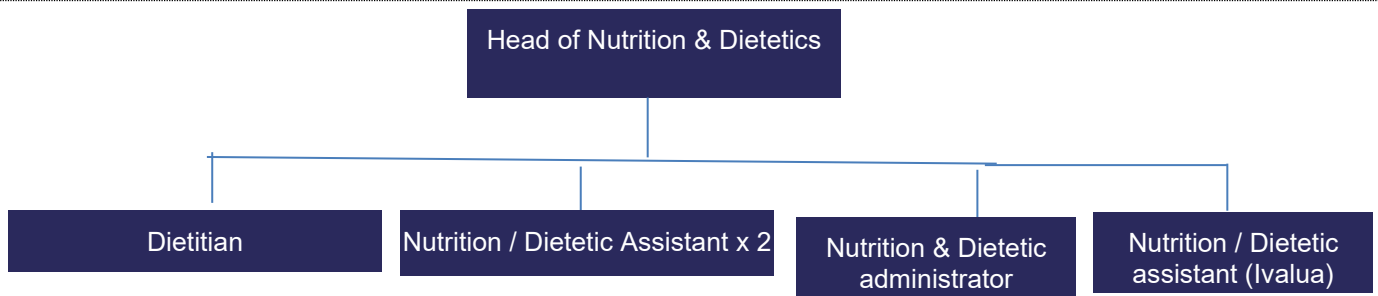


QUALITY OF LIFE SERVICES

Revenue FY20:	€n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region	Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region		n/a
		Net income growth:	n/a							
		Cash conversion:	n/a							

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.

- **Manage and prioritise own workload** for Ivalua project requirements, including BAU activities post-implementation, balancing competing priorities and deadlines
- **Own the Nutrition and Dietetics requirements within the Ivalua project**, working closely with the project team and stakeholders to identify issues, assess risks and deliver effective solutions.
- **Be a collaborative team player**, working effectively across diverse stakeholder groups with differing priorities, using strong communication, influencing skills and professional judgement to achieve accurate and complete outcomes.
- **Critically assess and constructively challenge** incomplete, inconsistent or inaccurate data, including supplier and manufacturer information, to maintain data integrity.
- **Identify and manage regulatory, business and consumer safety risks**, ensuring nutrition, allergen and ingredient data remains accurate and compliant through implementation and into BAU.
- **Apply relevant UK and Ireland legislation and guidelines**, particularly relating to allergens, PPDS and mandatory nutrition, and assess their impact on systems, processes and data.
- **Provide nutrition and allergen expertise**, applying critical thinking to identify improvements, bring ideas and solutions, and escalate significant risks or complex issues to the Head of Nutrition and Dietetics.

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

- **Own nutrition data validation and quality**, ensuring nutrition, allergen, ingredient and product data is accurate, complete and compliant with regulatory and

business requirements.

- **Coordinate with Ivalua, Supply Management, Master Data, Systems, suppliers and manufacturers** to obtain, validate and resolve product data and specification issues.
- **Oversee data integrity and quality assurance** across product databases and recipe management systems, identifying discrepancies, gaps and risks.
- **Own Nutrition and Dietetics input into the Ivalua implementation**, including PriCat data loading for allergen and nutritional information, ensuring effective delivery and regulatory compliance.
- **Provide nutrition and allergen expertise**, including support for menu analysis, stakeholder queries and complex issues, applying professional judgement and escalating risks appropriately.
- **Contribute to wider Nutrition and Dietetics projects and continuous improvement**, bringing critical thinking, ideas and solutions to improve data, processes and ways of working.

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.

- **Data quality and integrity:** Ensure nutrition, allergen and ingredient data is accurate, complete, validated and maintained to agreed standards throughout Ivalua implementation and BAU.
- **Successful Ivalua delivery:** Ensure Nutrition and Dietetics requirements are effectively incorporated into Ivalua, supporting accurate data loading, system outputs and successful implementation.
- **Effective stakeholder engagement:** Build strong relationships and communicate effectively with internal and external stakeholders to resolve issues, influence outcomes and deliver agreed requirements.
- **Regulatory compliance and consumer safety:** Ensure nutrition and allergen information meets UK and Ireland requirements and Sodexo standards, identifying and managing potential business and consumer safety risks.
- **Nutrition expertise and continuous improvement:** Provide trusted nutrition and allergen expertise, applying professional judgement and critical thinking to identify improvements, challenge appropriately and provide effective solutions.

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

- **Qualified Dietitian with UK registration or registered Nutritionist**, with demonstrable experience in the food industry or equivalent relevant experience.
- **Experience in nutrition data management and regulatory compliance**, including product specifications, product data, product development or food labelling.
- **Excellent verbal and written communication skills**, with the ability to communicate clearly, confidently and professionally with a wide range of internal and external stakeholders.
- **Strong team player**, able to collaborate effectively, build positive working relationships, share knowledge and contribute constructively to team and project objectives.
- **Strong planning and organisational skills**, with the ability to manage own workload, prioritise competing demands and meet deadlines.
- **Able to apply professional judgement and critical thinking**, confidently challenge information where appropriate and seek guidance from senior colleagues on complex or higher-risk matters.
- **Highly organised, methodical and detail-oriented**, with strong numerical skills and a

commitment to data accuracy and quality.

- **Proactive and solution-focused**, able to identify issues, contribute ideas and work collaboratively to improve processes and outcomes.
- **Discreet and professional**, with the ability to handle confidential information appropriately, particularly relating to allergies, dietary requirements and consumer queries.
- **Confident using technology and data systems**, including databases, spreadsheets, Microsoft Word, Excel and Outlook.
- **Experience with nutrition and dietary analysis software** desirable. Working knowledge on Food labelling/ Food specifications /Allergens/ product specifications and labelling functions
- Flexible to travel as and when required by the business

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	▪ Learning & Development
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ Employee Engagement

9. Management Approval – To be completed by document owner

Version	1	Date	01 st September 2026
Document Owner	Wan Mak		