

# Job Description:

## Health and Safety Advisor

Function:	Health and Safety Advisor – Shell
Job:	Health and Safety Advisor / Grade <span style="background-color: red;">...</span>
Position:	Health and Safety Advisor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Health and Safety manager – Carol Gourd
Additional reporting line to:	Account Manager Shell
Position location:	Shell - Waterloo

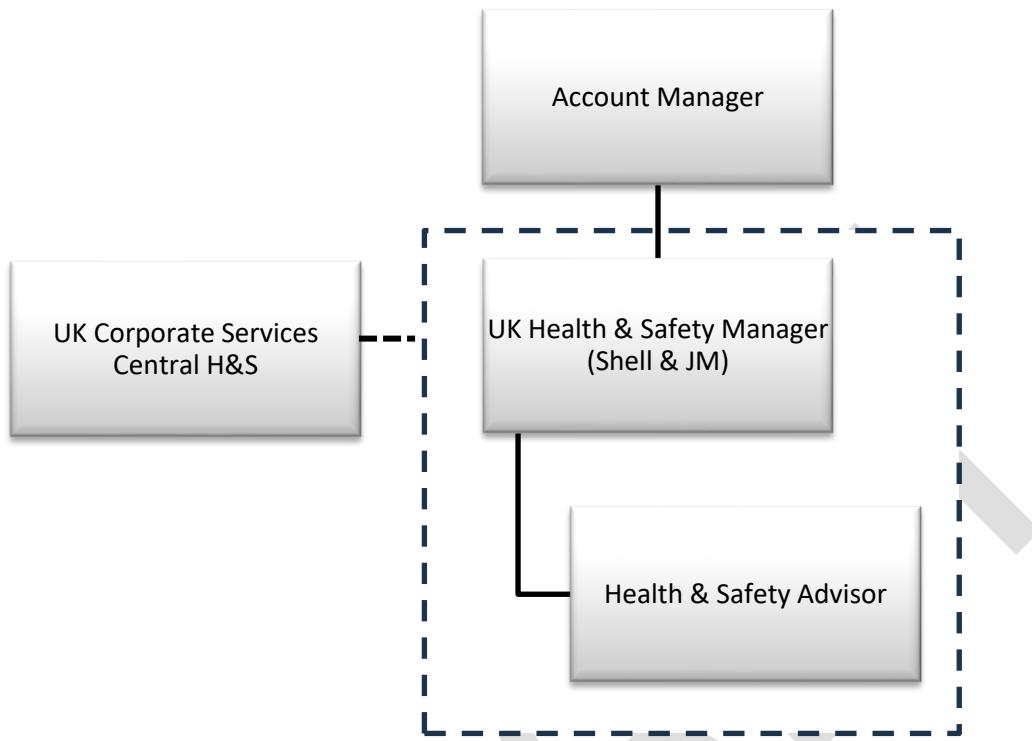
### 1. Purpose of the Job – State concisely the aim of the job.

- The Health and Safety Advisor offers knowledge and skills in order to generate and promote a positive health and safety culture.
- The Advisor is responsible for reviewing, developing and supporting the deployment of both Sodexo and Client H&S programs directly to the Sodexo teams across the Shell and Johnson Matthey portfolio as well as providing professional advice to both account and site teams.
- The role is varied but not limited to and involves auditing, training, and supporting the implementation of Sodexo health and safety compliance programs on account and when required, the Client H&S programs.
- This position is site based, the job holder will be expected to visit and work on the assigned sites but may also need to visit other locations that may include a mixture of (but not limited to) driving, use of public transport and at times overnight accommodation.
- The job holder will be expected to manage their own planning of site visits and to arrange own travel and accommodation along with all administration tasks.

### 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 FY25: €tbc	EBIT growth: tbc EBIT margin: tbc Net income growth: tbc <b>Percentage of time in role:</b> UK = 60% EMEA/QSHE = 40%	Growth type: n/a	Outsourcing rate: n/a	Region Workforce tbc
			Outsourcing growth rate: n/a	HR in Region

**3. 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.



**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.

- This role covers functions within a busy Corporate Services organization that covers office environments and manufacturing locations as specified within the service scope where adherence to statutory and regulatory requirements is paramount. Sodexo and Client processes and procedures must always be followed.
- As the role is employed by Sodexo, there is a need to also follow Sodexo processes and procedures.
- Diligence is crucial as is the ability to engage with many stakeholders within Sodexo and from our client teams.
- In addition, there may be an occasional requirement to provide advice and/or support for other Sodexo accounts.

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

- A scope of work is provided for each Client site on workload allocation but may be slightly different for each site dependent on site requirements - the main assignments are detailed below which are the criteria for the health and safety Advisor position.
- Provide subject matter advice in health and safety for Sodexo employees based on the Client sites.
- Embed the health and safety policies for all sites and Sodexo employee's dependent on existing policies being in place and development of new programs to contribute to zero harm mindset and site compliance.
- Maintain communication with key Sodexo personnel at Client sites and Sodexo QSHE, monitoring health and safety performance and providing support, advice, and expertise at all levels.
- Providing support and guidance to all teams and ensure all elements of the Sodexo 7 safety nets meet legal requirements – these include risk assessments, safe systems of work, training and competency, physical barriers, workplace equipment and PPE, safety walks, safety observations and near misses and 3 checks for safety.
- Perform level 1 self-inspections and level 2 audits for Sodexo on Client sites in relation to safety nets, health and safety and food safety compliance and quality audits.
- Support site Managers / Supervisors and review health and safety plans for sites (including the setting of objectives, agreeing priorities, and establishing adequate systems for performance management) to ensure implementation of legislative requirements and best practice and meet Sodexo health and safety compliance at Client sites.
- Maintain an effective relationship with the Site Teams, Sodexo QSHE team.
- Support various processes (e.g., auditing, training, change control, risk management, third party management, accident management) to ensure compliance with relevant standards.
- Support operational teams and SME's for environmental initiatives which secures effective implementation of policy, procedures, and responsibilities.
- Provide monthly progress reports for defined activities and attend review and management meetings as required.
- Support the development of on account QSHE plans to provide detail on how account objectives may be utilised.
- The Sodexo QSHE team use a RACI on account, this requires review annually by the QSHE team which the job holder is expected to contribute to and develop.
- The Sodexo QSHE team is a small, dedicated team who specialise in health and safety and quality management, the job holder is an active member of the team and provides support to colleagues not only on the team but professional advice to the wider account and Corporate Services colleagues.
- QSHE Townhalls take place at regular intervals and QSHE team rotate chair, but all develop the content, use of Microsoft Teams is used, and job holder is expected to be part of this process

**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.

- Ensure that health and safety standards and best practices are adhered to in line with Sodexo & Client site policies and procedures and provide support to manage health and safety and reduce risk.
- Conduct audit preparation and implementation of audits and inspections in health and safety, food safety, quality that promote site compliance.
- Support teams in the timely reporting and investigation of health and safety incidents with the aim to reduce lost time incidents, accident rates.
- Support programs i.e. Zero Harm Mindset across the portfolio.
- Build relationships with Sodexo Teams to ensure positive feedback and continuous improvement.

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

**Essential:**

- A Health & Safety qualification or equivalent at degree/graduate diploma level i.e., NEBOSH Diploma in Occupational Health and Safety (L6) or be prepared to study for a qualification at this level, at a Minimum a NEBOSH NGC.
- Food Safety qualification i.e. food safety for supervisors I3.
- Robust knowledge and understanding of Health and Safety legislation & best practice.
- Experience of setting and meeting challenging goals that seek long term improvement.
- Ability to write persuasive and effective reports and communications, which clearly define findings and their causes, and recommendations made.
- Experience of managing and maintaining stakeholder relationships.
- As this role interacts with senior Sodexo representatives, excellent communications skills (verbal and written) are required, with an ability to recognise the values within diverse cultures and acknowledge diverse ways of working.
- Be able to take the initiative proactively, anticipating future needs and considering wider needs across the business.
- The job holder will be expected work as part of the Sodexo on account team and able to work on their own initiative and consult with other subject matter experts when required
- Excellent IT skills (including but not limited to Microsoft Office i.e., Outlook, Word, Excel, PowerPoint & Microsoft Teams), knowledge of EQMS is useful but training will be provided.

**Desirable:**

- Experience in facilities management
- Qualification in environmental management or similar
- Safety Audit Qualification

**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
■ Self Motivated	■ Employee Engagement
■ Commercial Awareness	■ Learning and Development

**9. Management Approval** – To be completed by document owner

Version	1	Date	25/11/2025
Document Owner	Carol Gourd		