

# Job Description: HSEQ Manager



Function:	Energy & Resources
Position:	HSEQ Manager
Job holder:	
Date (in job since):	June 2022
Immediate manager (N+1 Job title and name):	CEO E&R
Additional reporting line to:	HSEQ Director UK/I (Compliance, Governance & Strategy)
Position location:	Regional

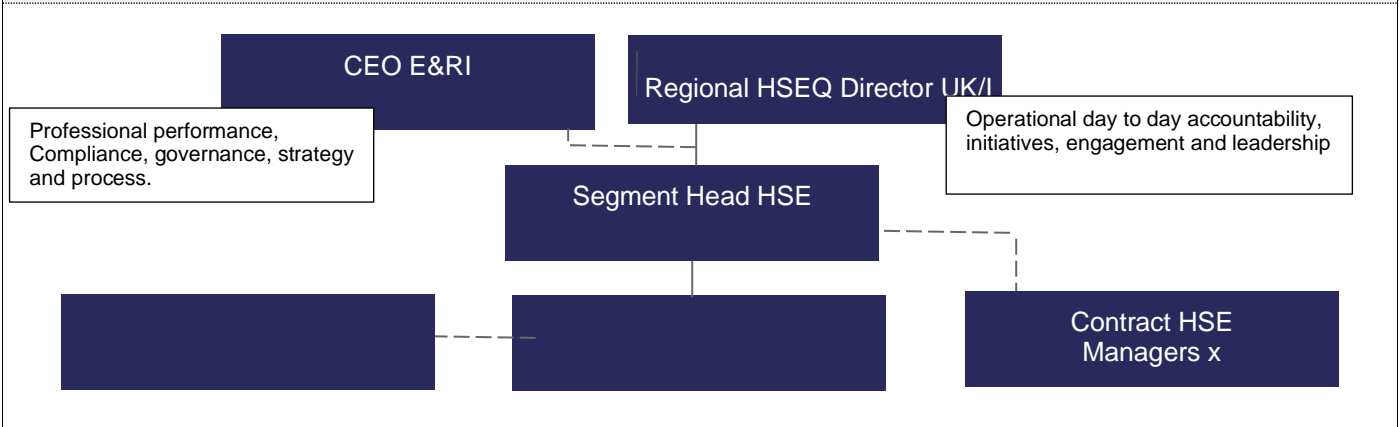
## 1. Purpose of the Job

- Lead the Segment in all HSEQ matters including fire, food, wellbeing, and environment; report on segment performance; provide coaching and direction on compliance; ensure robust processes are in place to facilitate all aspects of the segment's activities and associated risks; and support business growth
- Liaise with the Regional HSEQ Director UK/I for strategy, compliance and direction of HSEQ ensuring segment plans align to the Regional plan and are agreed to ensure alignment on approach
- Provide the framework for the Segment to be compliant with the Sodexo UK&I's Food and HSEQ Policies and processes; drive continual improvement in HSE culture, performance, and leadership
- Responsible for the relationship with HSEQ In Contract based teams to enable collaborative working and monitoring compliance to Sodexo UK/I Policies and processes at a local level
- To ensure that through your QSHE Board member the HSE role plays an integral role in bridging HSEQ compliance to align both operational and commercial requirements with Regional strategy and standards through collaborative working to ensure that there is a balanced, practical and value add approach to HSEQ
- Generate a progressive and positive HSEQ culture which focuses on improving compliant service delivery and individual accountability, where individuals feel enabled to make decisions, speak-out and act in the interests of Food safety, HSE & Quality
- Ensure the effective operation of the segment Risk Management Committee; ensure that the terms of reference are updated, meetings are held, chaired and minuted and that sufficient representation of the segment is in attendance.
- Provide support for build of Bids and mobilisations of new contracts / sites.

## 2. Dimensions

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|-----------------|--|
| Characteristics | <ul style="list-style-type: none"><li>▪ Provide direction on HSEQ and risk management matters to operational and management teams</li><li>▪ Provide business resilience support to other Sodexo areas when appropriate</li></ul> |
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### 3. Organisation chart



#### 4. Context and main issues

- A senior leadership position accountable for all HSEQ matters including fire, food, wellbeing and environment in segment. Requiring strong engagement skills, with the ability to influence a number of key stakeholders, challenging plans of others to resolve conflicting priorities and agendas
- Requirement to provide strategic direction and guidance, taking into account the diverse multi-client portfolio within each segment/ region
- Working within a fast-paced industry, the successful post holder will need to be forward thinking and the agility to function within an ever-changing environment
- Development of innovation within HSEQ in order to raise HSEQ performance and differentiate the business and services in a competitive marketplace
- Engage with the wider HSEQ Community / Professional Family to drive continual improvement across all parts of the business sharing best practice and embracing collaborative working
- Support the QSHE Board in the implementation of a Just Culture and holding people to account for HSEQ responsibilities
- Ability to represent and positively promote Sodexo and the segment on external/regulatory/client forums
- Building the HSEQ elements of a bid response, ensuring best practice is adopted and we meet the required standards.
- Support the general mobilisation as an SME and deliver against the specific HSE elements of the bid

## 5. Main assignments

- Drive and promote a positive safety culture through the activities outlined within this Job Description
- Prepare and maintain a Segment Food, health, safety, environmental and risk management improvement plan that add 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 Regional leading and lagging indicators
- Provide planning and technical HSEQ input to the Segment leadership team, focusing specifically on the Segments Operational Management to deliver the Segment, and therefore the UK&Is HSEQ, Food Safety, Fire, Risk Management and BCM policy requirements. Ensuring that any new or changed risks are appropriately controlled and recorded
- Ensure that requirements of the regional health, safety, environmental and risk management systems (policies and procedures) 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 as the Segment Risk Champion that is aligned with the UK & Ireland Risk Management Committee. Provide a segment level risk register which ensures risks within the Segment are identified, assessed, and mitigated in accordance with the UKI risk management matrix
- Ensure robust processes for bedding in of Sodexo HSEQ policy at mobilisation and for undertaking segment level audits to verify the successful completion
- Responsible for ensuring sufficient monitoring and self-assessment processes are in place in segment to support the Regional Audit Strategy in driving performance and continual improvement
- Responsible for ensuring that Regional Food Safety and Allergen management controls are robustly implemented

- Responsible for curating the Operational teams' training needs for the segment and working with the Regional L&D and HSEQ teams to build and develop new ways of learning
- Communicate the requirements of the Segment HSEQ including Environmental, Food Safety, Fire and Risk Management programmes across the Segment, including the Segment Management teams and frontline employees; and coordinate the work of site Safety Champions
- Prepare, and promote through the management line, SMART HSEQ related objectives for the segment that link to Regional performance and help drive engagement, culture and overall compliance
- Responsible for the implementation of the UK/I accident / Incident management processes and ensuring timely investigations are undertaken to a satisfactory level, identifying root cause and clear action plans to mitigate a repeat event
- Drive a proactive approach to risk management; and ensure that wellbeing and mental health are at the forefront of everything we do, for the segment to deliver a consistent reduction in Lost Time Injury, RIDDOR and Health cases
- Actively monitor claims data for the segment and identify strategies for risk reduction
- Responsible for ensuring the timely submission of segment RIDDOR reports both to Sodexo systems (SALUS) and the authorities
- Responsible for ensuring that all regulatory activity is recorded and reported to segment Legal representative and notified to SO HSEQ team and that in the event of any legal action being taken or fines issues that BidNet is updated via the SO HSEQ team
- Responsible for ensuring any product recalls, Quick Shares, or safety alerts are immediately dealt with
- Interface, both proactively and reactively, with client HSEQ (or equivalent) managers / advisors / consultants etc. in the promotion of Sodexo's Food, HSEQ, Fire policies, strategies, plans, and risk control arrangements where requested
- Contribute to the implementation of the 'Better Tomorrow Plan' across the Segment
- Establish and run segment HSEQ forums to drive focus, engagement and communication of HSEQ matters improvement plans, performance and risk; consistently promoting a proactive approach to risk management, a coaching leadership style, and a culture of continuous improvement
- Support the Segment Business Development team through effective risk evaluation during pipeline development; provide technical contributions for bid response submissions; participate as required in presentations and consultation meetings, contract generation and review, through to support during mobilisation and resourcing activities on contracts
- Represent the Segment at all health, safety, food safety, environmental, business continuity and risk forums established by the Company, and report monthly to the segment Board on all relevant fire, safety, health and risk management matters; management information data and actionable insights
- Co design with the SO HSEQ team the Regional Campaign Programme and Safety Calendar, and support through segment HSE teams to produce content and share the messages
- As a member of the Regional Professional Family, provide support and communication to all HSEQ professionals across the segment and Region where your skill set is appropriate
- Work with the Regional Environmental manager to ensure the regional environmental / sustainability plan is driven down into the segment via a segment specific plan and that this is appropriately communicated, implemented, driven and monitored
- Lead the segment Business Continuity plan, to ensure timely review and communication to all stakeholders
- Ensure the segment BCP is tested in line with the BCC requirements.
- Hold regular meetings with the segment HSEQ team and encourage their continued professional development
- Conduct regular tours, inspections, and spot checks to ensure that line managers are taking appropriate action to control potential hazardous situations / unsafe conditions and are maintaining up to date effective Safety Net processes, especially Risk Assessments, Safe Systems of Work, and 3 Checks for Safety
- Represent and positively promote Sodexo and the segment on external/regulatory/client forums
- Monitor compliance with fire safety legislation, food and HSE regulations.
- Working with Achillies / ISN / FPAL / Sequal (updating information in these tools and supporting audits)

## 6. Accountabilities

- Ensure through audit and governance reporting that we can demonstrate full alignment in segment to the UK/I Policies and processes and legal requirements
- As a member of the Regional Professional Family, actively contribute to the wider Regional HSEQ strategy and improvement plans and lead by example in all aspects of Food and HSEQ
- Provide a monthly and quarterly update on performance, to the QSHE Board member and HSEQ Director against targets and objectives including the reduction on LTIR and LTHC
- Ensure the timely reporting of all incidents (Food and HSE) and ensure the timely completion of investigations for all such incidents
- Arrange as the Segment Risk Management Champion, the quarterly review meeting to ensure the risks are still relevant and to update accordingly
- Ensure feedback is provided to the segment executive regarding BCP activities, effectiveness and opportunities for improvement
- Communicate, maintain, keep up to date the site Fire Strategies and Fire Risk Assessments

## 7. Person Specification

- Experience in managing health and safety in a multi-site environment
- Experience of managing a team, strong leadership skills
- Chartered HSEQ professional desired
- NEBOSH Diploma or equivalent
- Food safety desired
- Environmental management experience desired
- 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
- Internal management system auditing qualification or experience to ISO 9001, ISO 14001, ISO 45001, ISO 27001, ISO 41001 & ISO 55001
- Project management and risk management skills

## 8. Competencies

▪ Cultures innovation	▪ Ensures accountability
▪ Collaborates	▪ Communicates effectively
▪ Decision quality	▪ Persuades
▪ Business insight	▪ Drives results

## 9. Management Approval

Version	V3	Date	06.07.2021
Document Owner			