

**GOVERNMENT**

Job Description:
Regional Health, Safety and Environmental Manager

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| Function: | Sodexo Government |
| Generic job:  |  |
| Position:  | Health, Safety and Environment Manager |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Operations Manager  |
| Additional reporting line to: | Regional HSE Manager - Jenny Griffiths  |
| Position location: | HMNB Portsmouth and outstations |
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| 1. Purpose of the job  |
| * To provide both health and food safety, risk and environmental support to Sodexo operations within FMSP and external clients in accordance with Company procedures and agreed objectives.
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| 2. Dimensions  |
| 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  | * Provide effective health, food and environmental safety support and provide competent advice at all levels of the contract.
* Ensure full compliance with relevant legislative and company standards in health and safety; food safety; and environmental safety
* Contribute to the delivery of the Sodexo health, safety and risk strategy.
* Provide effective support and provide competent advice at all levels of the contract
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| 3. Organisation chart  |
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| **4. Context and main issues**  |
| * Travel and overnight stay may be required to undertake training and other business requirements
* May be required to occasionally work unsociable hours in line with business requirements
* Flexibility on work schedule will be required at times
* Comply with all Sodexo company policies/procedures
* Comply with all legislative requirements
* Adhere to any local client site rules and regulations
* Role model safe behaviour
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| 5. Main assignments  |
| * Advise and support on the implementation of health, food and environmental safety systems within FMSP
* Promote and develop a HSE inclusive of food safety culture which secures effective implementation of policy, procedures and responsibilities throughout the FMSP operational delivery
* Undertake environmental, health and safety and food safety planning, including the setting of goals, agreeing priorities and establishing adequate systems for performance management
* Assist the site with the preparation of risk registers
* Management of site action plans following audits and accidents / incidents
* Provide timely reporting of accidents to the client, Safegard, the Regional HSE Manager and the Sodexo HSE executive
* Complete robust investigations for all accidents to establish root causes and identify clear actions to reduce further risk and incidents
* Provide a high level of operational service support to management and operational teams, establishing specific requirements, identifying and facilitating the resolution of all specific issues to provide a high level of support and add value to operations
* Ensure consistent application and communication of Sodexo H&S, food safety and environmental policies, procedures, practices and initiatives, while referring to site senior management
* Review and maintenance of business continuity plans (following training and use of pro forma document.) Being the tutor for this training where practicable
* Ensure a personal development plan is in place and that CPD is kept up to date, this must include both soft FM skills
* To maintain excellent client/customer relationships
* To carry out any other reasonable tasks and/or instructions as directed by senior management
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| 6. Accountabilities |
| Leadership and people* You will role model the company values and ensure they are reinforced at every opportunity. You will provide leadership and clear direction on all aspects of Health and Safety including Food safety and the Environment. You will support in the delivery of the people plan and on the back of this, developing future capability of front line teams. You will lead by example and champion effective communication.

Compliance and Legislation* You are accountable for full compliance and understanding of all company risk, reporting and HSE governance processes within FMSP. You will ensure that these are fully applied, complied with and adhered to within own business.
* You will support the completion of Unit Business Heath Checks across sites

Relationship management client and team* You are responsible for managing local client and customer relationships and developing and maintaining strong business relationships. You must seek to understand the client’s business environment, developing and maintaining strong relationships. You will manage clients proactively and professionally, in line with Clients for Life®, ensuring Sodexo delivers service in line with the client’s business objectives. You will understand the importance the client places on partnering principles and endeavour to establish a dynamic and positive culture for co-operative business relationships and improvements to service.

Service excellence * You are responsible for driving all aspects of service excellence across your business area including brand integrity, quality, compliance, Sodexo’s corporate social responsibility and service standards. You must ensure that you work to recognised and expected standards ensuring the offer is meeting the customer’s needs through full and correct use of company tools. In partnership with subject matters experts you will champion and embed service excellence initiatives across your business area and ensure that all services are aligned to the defence client and customer needs and deliverable within budget.

Continuous development* You are responsible for continual development and improvement for Health and Safety, resulting in improved services and reduced costs.
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| 7. Person Specification  |
| Essential* National H&S qualification (NVQ Level 4 or equivalent)
* Detailed knowledge of current Health & Safety legislation
* Detailed knowledge of food safety legislation and level 4 food safety qualification or equivalent (or working towards it within the next six months)
* Certificate level environmental qualification
* Able to demonstrate achievement of continuous safety improvement in the workplace
* Experience of managing safety in a similar environment
* Good organisational /communication skills. Produce concise information
* Ability to prioritise, work to tight deadlines, both prescribed and self-imposed
* Ability to establish and maintain good working relationships at all levels
* Self-motivated and able to motivate others
* Proven recent experience in Health, Safety & Risk
* Proven analytical skills

Desirable* Experience of implementing Health & Safety Systems
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| 8. Competencies  |
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| * Customer focus
 | * Resourcefulness
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| * Cultivates innovation
 | * Manages ambiguity
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| * Being resilient
 | * Collaborates
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| * Ensures accountability
 | * Communicates effectively
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| * Builds effective teams
 | * Develops talent
 |
| * Persuades
 | * Decision quality
 |
| * Courage
 | * Business insight
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| * Drives results
 | * Optimises work processes
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| * Nimble learning
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| 9. Managerial behaviours |
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| * Commit to improve
 | * Own performance
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| * Act collaboratively
 | * Develop and grow
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| * Dare to think innovatively
 | * Challenge with humility
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| 10. Sign off |
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| Job holder name: |  | Line manager name: |  |
| Job holder signature: |  | Line manager signature: |  |
| Date: |  | Date: |  |

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