

Job Description: Health & Safety Advisor FTC



Function:	Corporate Services
Job:	Health & Safety Advisor – Fixed term Contract
Position:	H&S Advisor
Job holder:	TBC
Date (in job since):	
Immediate manager (N+1 Job title and name):	Adam Kanuscak – Site GSM
Additional reporting line to:	Sandro Ventisei
Position location:	Adura Silver Fin building Aberdeen

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

- The H&S advisor offer knowledge and skills in order to generate and promote a positive Health & 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 team across the Adura and Shell Scotland contracts as well as providing professional advice to the team and the client.
- The role is limited is varied and includes but not limited to, auditing, training and supporting the implementation of Sodexo H&S compliance programs on account and when required , the client H&S programs.
- The job is site based on site (Silver Fin Building) and the holder will be required to work and visit the site as well as other sites (AOB, Shell St Fergus and Shell Mossmorran) as and when required. This may include a mixture of driving, using public transport and on occasion overnight stays.
- The job holder will be required to manage their own diary and workload accordingly.

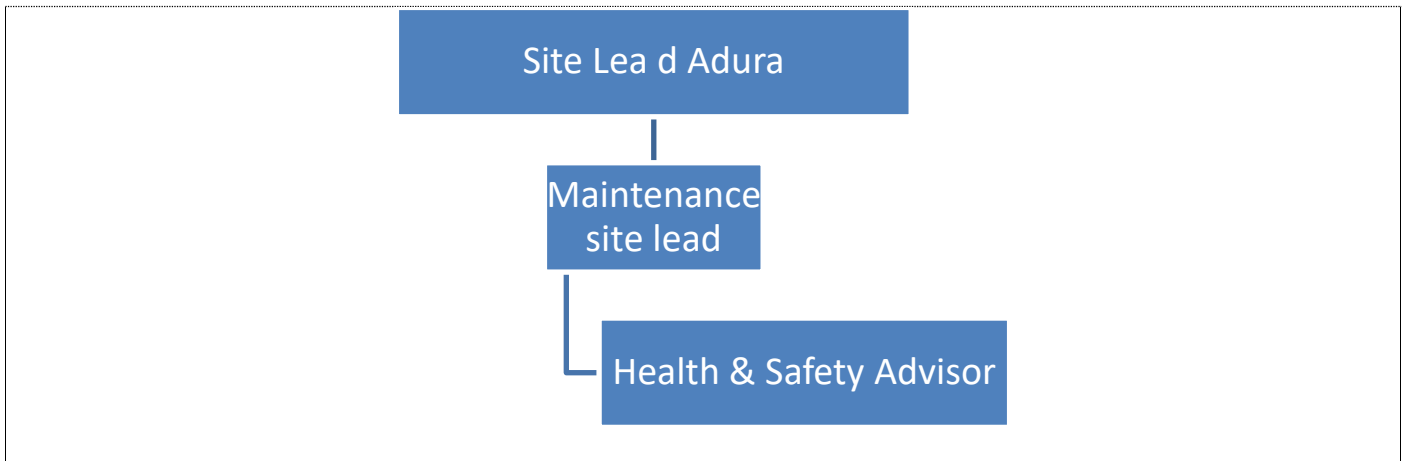
2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY26:	£tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪ Add point

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.

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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 must always be followed.
- 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 to other Sodexo accounts.

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

- The main assignments are detailed below which are the criteria for the H&S advisor position
- Provide subject matter advice in H&S for Sodexo employees based on the client sites
- Embed the H&S policies for all sites and Sodexo employees depending on existing policies being in place and development of new programs to contribute to zero harm mindset and site compliance
- Maintain effective communication with key Sodexo personnel at client sites and Sodexo QHSE, monitoring H&S performance and providing support, advice and expertise at all levels
- Provide support and guidance to all teams and ensure all elements of the Sodexo 7 safety nets meet legal requirement – including risk assessments, SSOW, training and competency, physical barriers workplace equipment and PPE, safety walks, safety observations, 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
- Review H&S plans for sites (including setting objectives, agreeing priorities and establishing adequate systems for performance management) to ensure implementation of legislative requirements and best practices to meet Sodexo H&S compliance at client sites
- Maintain effective relationships with site teams, and Sodexo QHSE teams
- Provide monthly progress reports for defined activities and attend review and management meetings as required.
- The Sodexo QHSE team use a RACI on account, reviewed annually by the QHSE team which the job holder is expected to contribute to and develop
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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 H&S standards and best practices are adhered to and in line with Sodexo & client site policies and procedures and provide support managing H&S and reducing risk
- Conduct audit preparation and implementation of audits and inspections in H&S, food safety quality that promote site compliance
- Support teams in the timely reporting and investigation of H&S incidents with the aim to reduce lost time incidents and accident rates.
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7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- SA H&S 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 NEBOSH NGC
- Food safety qualification I.E Food Safety level 3
- Experience of setting and meeting challenging goals that seek long term improvement
- Experience of managing and maintaining stakeholder relationships
- Excellent verbal and written communication skills
- Be able to work on own initiative and take advice from other Sodexo SMEs
- Excellent IT skills including but not limited to Microsoft Office apps. A knowledge of EQMS is useful but training will be provided
- **Desirable:**
- Facilities Management experience
- Qualification in Environmental Management
- 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
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval – To be completed by document owner

Version	1.0	Date	18/02/26
Document Owner	Sandro Ventisei		

Job holder signature		Date	
Manager Signature		Date	