

Job Description:
Audit & Compliance Manager UK/I

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| Function: | Tech & Services- HSEQ |
| Job:  | HSEQ |
| Position:  | Audit & Compliance Manager UK/I |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Lead Audit & Compliance Manager |
| Additional reporting line to: |  |
| Position location: | UK & Ireland |
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| **1. Purpose of the Job** – State concisely the aim of the job**.**  |
| * The purpose of this role is to provide assurance through monitoring, auditing, advising, and supporting business compliance against:
	+ Sodexo’s Food Supplier Codes of Practice,
	+ Sodexo’s food safety, health & safety, environment and quality standards
	+ UK & I Legal requirements
* To develop and implement a product testing plan and programme (quality and safety) for the UK&I.
* To undertake horizon scanning (research/networking) and to solutionise emerging threats and risks related to food products and suppliers listed by the UK&I Supply Management team.
* Through audit and review, identify ways to help segments and Supply Chain management drive compliance forward with robust action plans and flagging of lessons learnt
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| **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 FY13: | € | EBIT growth: | n/a | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce |  |
| EBIT margin: | n/a |
| Net income growth: | n/a | Outsourcing growth rate: | n/a | HR in Region  |  |
| Cash conversion: | n/a |
| Characteristics  |  |

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| **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. |
| * Working within a fast-paced industry, the successful post holder will need to be forward thinking and of an agile ability to function within an ever-changing environment.
* This is a demanding role and time management plays a key part in ensuring deadlines are met and workloads are assessed and prioritised effectively.
* The role is heavily reliant on support from other areas of the business; obtaining data and seeking colleagues ‘buy-in’ or commitment to ideas and suggestions, which requires good influencing and communication skills.
* Working with Supply & Product Data Team, the candidate will be required to provide technical support with the onboarding of new suppliers and acquisitions within specific timeframes.
* The candidate must be prepared to travel extensively across the UK and Ireland
* The role requires an independent thinker, natural problem solver with a can-do attitude that will help identify practical solutions for execution by the operational teams.
* Strong ability to interpret data and identify trends to enable time and resources to be utilised in the best possible way.
* To work as part of the wider HSEQ Community through Regional engagement to drive continual improvement across all parts of the business sharing best practice and embracing collaborative working.
* Providing a key role in Sodexo UK/Is Governance framework, responsible for the independent verification of compliance to internal process and legislative requirements.
* Familiar with legal requirements for HSE and Food as applicable in UK, Scotland, Ireland and Wales.
* Ability to take on board at short notice activities as they occur – e.g. independent food complaint investigations.
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| **5. Main assignments** –Indicate the main activities / duties to be conducted in the job. |
| * Review/develop, implement and continually evolve a data driven monitoring programme of supplier safety performance. Setting KPI’s and managing and reporting on poor performance to ensure adequate quality and safety in supply and that the business is not exposed to an unacceptable level of risk.
* Develop and implement a product testing plan and programme for the UK&I to cover:
	+ food safety
	+ analysis of product against the specification, legislation & Sodexo Code of Practice standards
* Be the interface between Supply management, Food Platform and HSEQ teams and the subject matter expert for all food supply safety related matters.
* Ensure the management of the consultants-service providers for sampling and supplier auditing (e.g., laboratories, external supply auditors etc.): contract, budget, quality of service.
* Where required, liaise, lead and engage with Food Platform teams and Category Managers at all category and product reviews, product swaps ensuring that both vendor and product is fit for purpose before implementation to the business
* Produce documented audit reports and action plans with solutions and ways to achieve compliance for operators and suppliers which if followed would mitigate food safety risk (and where appropriate-health, safety, environmental and quality risks). Monitor and report on action plan closure within defined timeframes.
* Assist the Lead Audit and Compliance Manager in the development and management of the overall compliance audit process, but moreover execute that process to provide an accurate and timely assessment of compliance, capability and delivery with the operational (and functional) areas of the business
* Where required, sample and review accidents and incidents to verify the quality of the report and ensure a root cause has been identified as well as safety nets verified, and lessons learnt are clear to prevent recurrence. Work with the segments to advise on opportunities for improvement when identified via general review and test implementation at audit.
* Working as a team and through audit and review, feed back to the Heads of HSE and Food safety on any changes required to Company HSEQ / food safety policies or procedures to keep the organisation legally compliant.
* Where required to aid learning / understanding, present and deliver training sessions or drop-in sessions to inform and instruct employees on the requirements of HSEQ to drive safety improvements.
* Liaise with Legal team where required for any supporting legal related governance / regulatory reasons.
* Any other activities as deemed necessary to support Sodexo’s health and safety / food safety requirements.
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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. |
| * Develop and implement a monitoring programme for supplier performance and manage reporting on poor performance to ensure adequate quality and safety in supply.
* Evaluate and solutionise emerging risks to the business from supplied products and services and oversee and deliver an adequate Product Alert process including recalls where necessary.
* Conduct timely Food supplier and HSEQ audits, with clear succinct reporting and practical thought through action plans
* The critical friend to the business to identifying gaps in process and compliance to drive effective remedial actions to assist segments with clear priority plans
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| **7. Person Specification** –Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Essential: Educated to degree level, ideally in Food Science / Safety or similar
* Suitable and relevant food manufacturing qualifications and practical experience.
* Analytical and decision-making skills; understanding of statistics and how to interpret them
* Desirable: Food Safety Technical qualification e.g. Lead auditor ISO9001, ISO20000, BRC, HACCP (level 4) etc, knowledge and experience of good manufacturing practices.
* Knowledge and practiced application of food hygiene and health and safety legislation in UK, Scotland, Wales
* Interpersonal skills combined with high accuracy during audit and investigation work and feedback processes, whether written or verbal.
* Ability to demonstrate effective communication skills in particular presentation of technical or non-technical information.
* Proficient in IT applications such as MS Outlook, MS Excel and MS Word.
* Full UK and Ireland driving Licence; Fully mobile to travel across the UK and Ireland Region
* Relevant Safety, Quality, Environmental qualification, diploma or above preferred.
* Member of relevant professional body, for example: Chartered Institute of Environmental Health (CIEH) Institution of Food Science & Technology (IFST) Occupational Safety and Health (IOSH) etc.
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| **8. Competencies** –Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| Growth, Client & Customer Satisfaction / Quality of Services provided | Leadership & People Management |
| Rigorous management of results | Innovation and Change |
| Brand Notoriety | Business Consulting |
| Commercial Awareness |  |
| HSEQ Professional Qualification |  |

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| **9. Management Approval** –To be completed by document owner |
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| Version | V1 | Date |  |
| Document Owner |  |

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