

Job Description: Health, Safety & Compliance Manager



<i>Position Title</i>	Health, Safety & Compliance Manager	<i>Department</i>	Leonardo Helicopters
<i>Generic Job Title</i>	Administration	<i>Segment</i>	Corporate Services
<i>Team Band</i>		<i>Location</i>	Yeovil
<i>Reports to</i>	Account Director	<i>Office / Unit name</i>	Leonardo Helicopters Contract

1. Organisation structure



2. Job Purpose

- Manage and delivery of all environmental, health and safety matters across the Leonardo Helicopters portfolio.
- Continuously monitoring, reviewing and reporting compliance with all statutory legislation and contractual obligations regarding to planned and reactive maintenance for the Leonardo contract estate.
- To provide support and guidance to the site operational teams to ensure compliance with the contract requirements of statutory legislation and critical maintenance.
- To manage the programme of 'competent persons' inspections through the client estate.
- To provide an efficient, effective and professional statutory compliance management service to customer.

3. Accountabilities or “What you have to do”

Health & Safety

- Implementation and embedding of the Sodexo Integrated Management System in line with legislative requirements and business objectives applicable to site.
- Provision of specialist advice on health and safety including risk assessments, noise, first aid, manual handling.
- To provide specialist input into consultation documents, procedures, and projects as allocated by the account manager
- To maintain and update the client interface document and associated Standard Operating Procedures and that these are communicated, understood and followed by the management team.
- Responsible for Third Party Management i.e. Site level H&S assessment of Sub Contractors and induction.
- The organisation and fulfilment of risk assessments, their record keeping and review;
- Develops and maintains key relationships with Internal & External clients
- Assistance with company Health and Safety training regarding local induction training, workshops and toolbox sessions.
- Assists site management team in the creation and maintenance of the Sodexo Business Continuity Plan
- Management of Environmental Aspects and Impacts
- Undertaking site audits to ensure safe working procedures and alignment with the Sodexo FM Health & Safety Policy.
- Management and Review of Safety, Environment and Quality systems.
- Provision of advice and management of Refrigerant Gas in accordance with Ref com
- Preparation for audits from internal and external stakeholders.
- Monitor and support statutory inspection compliance activities and reporting procedures attributed to these.

Compliance

- Ensuring that the technical aspects of the audit calendar are completed to schedule and reports issued promptly and recorded
- Creation of actions (within the CAFM system) following client and internal audits and ensuring management of those actions to completion. Review of same actions to ensure closure within SLA and when action is suitability satisfied
- Ensuring adequate Authorised Persons resource is available within the contract team and that the Professional Services (AE) cost of making and retaining those appointments is understood and updated.
- Ensuring that all 'Competent Persons' activities are completed within required timescales and that no site items are operated without appropriate certification in place. Review of all reports and creation of any repair/replacement activities required as a result of the inspection.
- Management of 'Competent Persons' (Insurance Inspections) inspection programme including liaison with inspection providers and operational teams.
- Preparation and sign off on monthly contract compliance reports for content and accuracy.
- Management of 'Professional Services' audit and appointment programmes including liaison with Authorising Engineers and operational teams.
- Auditing of contract Integrated Management System (IMS - compliance documentation management framework) as a part of supporting wider QSHE team audits.

Account Management Support:

- All safe operating procedures and instructions are known and followed; he/she is to check that all relevant staff understands them and whether they are still applicable to the job or need revision.
- All necessary protective clothing and safety equipment is available to staff, is in good working order and maintained by all staff.
- All accidents and incidents are reported according to the accident reporting procedure and that resulting injuries are dealt with promptly.
- Accidents are fully investigated by the line manager in accordance with the relevant procedures.
- Health & Safety information and training is provided as required to all staff, clients, visitors, to ensure everyone knows and understands the Company safe working practices (Safe Systems of Work) and procedures.
- Development of an internal audit plan and that all Internal Environmental Health and Safety Audits are carried out, that action plans are produced and disseminated to the relevant line manager and that all actions are closed out in the specified time frame.
- Action plans are produced for all external local authority visits/inspections and that action plans are produced and disseminated to the relevant line manager and that all actions are closed out in the specified time frame.
- To ensure that the account manager receives adequate support when requested in the development of solutions to areas identified as requiring improvement
- To ensure that all department managers receive adequate support in the development of solutions to areas identified as requiring improvement.

4. Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- Activities under your control are completed within contract timescales.
- All H&S requirements are undertaken.
- Reports completed and handheld device updates are to a high standard and contain all required information.
- Positive feedback from the management team and other key stakeholders.

- Accomplishes set goals - Demonstrates a constructive approach when faced with obstacles. Committed to delivering the tasks required. Resourceful and self-driven
- Analysis and Decision Making – Makes appropriate decisions. Speaks confidently and coherently. Is able to analyse problems and propose suitable solutions.
- Leadership – Takes responsibility when needed. Acts with initiative. Demonstrates energy and enthusiasm. Seeks opportunities to develop self.
- Working with others – Works effectively as part of a team. Shares ideas and information with the team. Responds helpfully and courteously to requests for information or help in a timely manner. Communicates effectively and is a good listener. Keeps an open mind when listening to the views or ideas of others. Makes a confident contribution in all situations.
- Compilation of periodic reporting of HS&C performance and statistics
- Collation of appropriate paperwork for minor and major accidents as directed by the Reporting of Injuries and Dangerous Occurrence Regulations 1995
- Supports the financial performance of the contract where applicable through reducing costs and or managing Sodexo resources of all types effectively.
- Supports the wider Sodexo team beyond their own remit in line with business requirements on their own initiative or as and when requested.
- All staff are required to positively engage, support and participate in Sodexo activities, initiatives (including New Ways of Working) and communications where required.
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5. Knowledge, skills and experience

- Required: NEBOSH Certificate, General & or Construction,
- Advantage: NEBOSH Diploma, CDM Coordinator, Asbestos Cat A or B
- Wide ranging knowledge of Facilities delivery, related legislation and best practice.
- Familiarity with SSoW and permit management
- Accuracy in review of documentation and process as part of auditing requirement
- Willingness to work with the site teams at all levels including time spent on the 'shop floor'
- Proficient with Microsoft office applications (including Outlook, Word, Excel, and PowerPoint)
- Excellent communications both written and verbal.

6. Contextual or other information

- Training will be required to undertake certain aspects of the role.

7. Dimensions

<i>Financial</i>	None
<i>Staff</i>	None
<i>Other</i>	

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Document owner			