

# Job Description: HSEQ Systems and Reporting Administrator

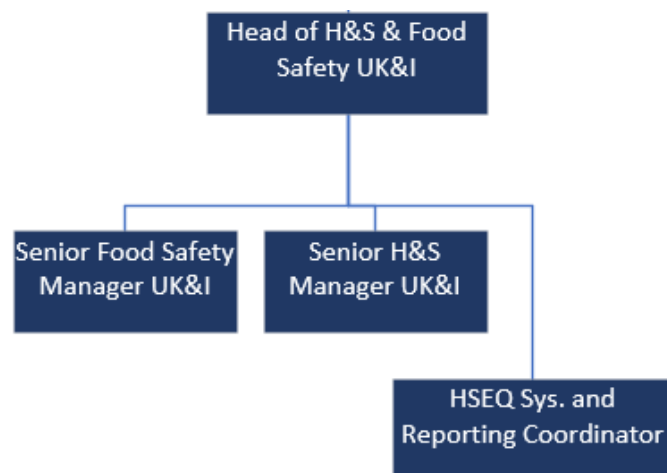


Function:	Tech & Services
Job:	HSEQ Systems and Reporting Coordinator
Position:	Coordinator
Immediate manager (N+1 Job title and name):	Head of HS and Food Safety UK&I
Additional reporting line to:	
Position location:	Hybrid working

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

- Management and administration of key HSEQ applications within the UK&I, including (but not limited to) Salus, InfoExchange, DMS, and the Regional Audit Programme.
- Develop and maintain training material for HSEQ applications, and deliver training (where required) to end-users.
- Provide key input in the delivery of the HSEQ reporting, using data from various sources to generate comprehensive and effective reporting for senior forums.
- Coordination of the Integrated Audit Management (IAM) Framework
- Provide administrative support of Fire Safety, Health & Safety, Food Safety & Audit processes including reporting, audit administration, and dashboard collation.
- Providing support in HSEQ initiatives where required by the HSEQ SLT.
- Raise goods receipt and oversee PO process to ensure invoices are paid on time
- Provide support with general DMS & SodexoNet administration.
- Support the HSEQ team in relation to administration activities.
- Ownership of the HSEQ information within BidNet.

## 2. 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.



**3. 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.

- Dynamic and agile working to move between activities and applications
- Demand customer base working across all departments / Segments of Sodexo
- Timeliness and accuracy is essential – working to global deadlines and with attention to detail

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

**Coordination of the Integrated Audit Management (IAM) Framework:**

- Coordination and management of the Regional Audit Programme, actively managing the interface between T3 (internal) and T4 (external) audits into the region.
  - Coordination and administration of the IAM (integrated audit management) framework – building, amending, and developing checklists in conjunction with audit owners.
  - Ensure data within the audit systems are up to date and accurate, including site information and employee details
  - Provide training on the audit systems where required
  - Run reports on the audit data to demonstrate audit compliance across the business.
- Coordination of Tier 3 Fire, H&S, Food Safety audit reporting and support

**Manage the HSEQ applications within the region**

- Application owner for – Salus, IAM tools, and other relevant applications – with a detailed knowledge of how they work, co-ordination of regional deployment of the tools, training, user guides, and technical support.
- DMS & SodexoNet first-line support and HSEQ content management.

**Support the HSEQ team in relation to administration activities**

- Monitor and own the regional HSEQ inbox, responding to email requests for support, telephone calls, and other incoming communications in a professional and timely manner.
- Perform any other duties as required by the HSEQ Management team that are within the job holder's competencies.

**Support in producing the monthly HSEQ reporting output**

- Collation of data and drafting of monthly, quarterly, end of year HSEQ regional reports
- Ensuring all systems are accurate and consistent in their data storage for reporting purposes, utilising standard operating procedures.
- Extracting data from HSEQ systems and inputting into reporting tools, cross checking this to ensure accuracy and consistency then populating the Report templates.
- Providing additional support to segments in any queries they may have regarding the reports
- Maintaining data sets used in support of other related reporting outputs
- Maintaining the data in BidNet
- Creating and maintaining Fire Risk Assessment dashboards.
- Facilitating the accurate reporting of Fire, H&S and Food related incidents on Salus

**Support in HSEQ Initiatives**

- Provide support where required by the HSEQ Management team in the delivery of HSEQ Initiatives, , conducting any relevant administration tasks and assisting with the testing of new systems.

**PO Oversight**

- Raise approved Purchase orders (POs), goods receipt and monitor to ensure that they are paid in full and on time.
- Problem solve any issues resulting in incorrect payment or 'stuck' invoices.
- Administrative support for placing orders for the T&S HSEQ team.

**5. 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.

- HSEQ systems maintained and monitored with training provided
- Accurate and timely departmental reporting outputs
- Audit framework and programmes are effectively managed.

**6. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Able to interpret data and produce professional reports
- Knowledge of application management and administration
- Fully IT literate and familiar with Microsoft Office suite including (Excel, Word, Outlook)
- Excellent communication skills, written and verbal
- Able to work with minimum supervision and be able to organise daily work priorities
- Able to respond to “urgent” requests for information
- Good time keeping, professional outlook

Desirable

- Ability to perform basic data analysis and draw meaningful conclusions
- Experience of working in the Health, Safety, and Quality Management disciplines
- Ability to plan work up to 1 month in advance

**7. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Intellectual agility & eagerness to learn	▪ Driving for change
▪ Promote the brand	▪ Personal and influencing skills
▪ Focusing on clients and customers	

**8. Management Approval** – To be completed by document owner

Version	1.1	Date	04/06/2024
Document Owner	Chris Achillea		