

## Job Description: Sodexo Live!

Function:	HSEQ
Position:	<b>Health &amp; Safety Manager</b>
Job holder:	N/A
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Account Director
Additional reporting line to:	Head of HSEQ
Position location:	Regional - Millwall FC, Kent CCC, The Wallace Collection, Royal Academy of Arts

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

As Health and Safety Manager you will be dedicated to taking a leadership role in our Health, Safety, Environment and Quality (HSEQ) efforts, Risk Management and Business Continuity Planning for Millwall FC, Kent CCC, The Wallace Collection and Royal Academy of Arts.

You will provide expert support in HSQE, Food Safety, Fire Safety and employee wellbeing. You will provide insightful, data led guidance to the site leadership team (and other areas on an as required basis) and take part in segment and regional HSQE forums. You will support execution of the segments strategic HSEQ plans and drive improvements in culture and performance through effective engagement with all levels of employees within Sodexo Live!

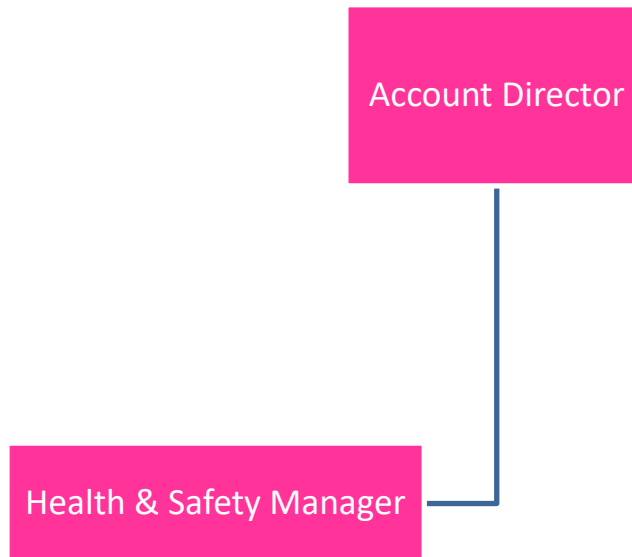
You will ensure that business units are recognising, recording and taking appropriate action to manage risk. You will engage with the appropriate management teams to ensure that company standards with relation to HSEQ are in place and provide a conduit for localised teams to raise safety related matters for the senior team to consider. You will provide expertise in the Sodexo Management System and the technology tools, documentation and processes that support this.

You will be expected to support and guide sites to deliver in line with the Sodexo Safety Management System. You visit sites regularly during operational and non-operational periods and will ensure that they are meeting the requirements of the policies and procedures contained within this framework, providing appropriate direction and feedback to site management and liaising with clients where necessary.

### 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.

- Ensure a Safety Maturity Rating of Level Two. Put in place processes and plans to move to level three and ultimately a level four Maturity Rating
- Safety observation to accidents (1:35) and Safety observations to food incident (1:20) metrics in place.
- Safety walk target 38000 for the Region.
- LTIR target in place

**3. Organization chart** – Indicate schematically the position of the job within the organization. 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.



**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.

- Sodexo Live! operates as a globally managed segment whereas other segments within the UK are regionally managed
- There is a global focus on driving a Zero Harm Mindset across the business
- The Sodexo Live! business is primarily built on food related services in large scale and on occasion temporary facilities
- The workforce of the segment has a large casual population nature, with a proportion of this coming from agency partners, requiring consideration in communication and training methodology
- The wider food safety environment is continuing to develop, increasing the focus on allergens and providing the customer base with information relating to menu choices
- Safety metrics can vary site by site across the segment and in market sectors, both in real and relative terms

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

#### **Expert Advice and Leadership**

- Provide management with expert advice in HSEQ, food safety, fire safety and employee wellbeing.
- Represent the business in HSEQ professional communities
- Take a lead in the deployment of segment level standard operating processes
- Lead investigations into accidents, incidents, complaints or regulatory interventions and provide an independent assessment of the causation and actions required. Provide the site leadership team with recommendations as a result.

#### **Risk and Business continuity Management**

- Be a subject matter expert in HSEQ risk management.
- Support the sites in completing Business Continuity Plans and support the testing of site level plans

#### **Community Leadership**

- Contribute to the health and safety advisor/manager community within the segment and take a leadership role in advising sites.

#### **Operational Support**

- Be competent in the use of Salus (or equivalent) and provide training to users where required
- Be competent in the use of the Alcumus (or equivalent) and provide training to users where required
- Be competent in the use of the DMS (or equivalent) for the recording and sharing of documentation relating to Health and Safety and provide training to users where required
- Ensure timely and effective communication and resolution of health and safety issues
- Regularly attend sites to review practices and documentation and to provide expert guidance
- Complete T1 and T2 audits to support management with independent review of site processes
- Monitor completion of audits to check that all the agreed calendar is being maintained and ensure that action plans are created and completed in a timely manner

**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.

- Achievement of continual improvement in the Zero Harm Mindset Maturity Index of the Sodexo Live! business
- Achievement of continual improvement in the Food Safety Maturity Index of the Sodexo Live! business
- Ongoing reduction in the LTIR rate of the Sodexo Live! business
- Support close out of T3 audit actions within the specified timeframe

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

**Qualifications:**

- NEBOSH General Certificate or equivalent
- Level 4 food safety

**Skills and Competencies:**

- Experience in a health and safety role, preferably within a multi-site organisation.
- Strong knowledge of HSEQ regulations, standards, and best practices.
- Excellent leadership, communication, interpersonal and presentation skills.
- Ability to influence, engage and motivate management and cross-functional teams.
- Strong problem-solving and decision-making abilities.
- Experience with risk management and business continuity planning.
- Risk assessment and management
- Incident management and investigation
- Passion for the hospitality industry
- Problem solving, innovating and change management
- Familiarity with safety management systems and software



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

Version		Date	
Document Owner			

**9. Employee Approval** – To be completed by employee

Employee Name		Date	
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