

Job Description: EHS Advisor



Function:	Corporate Services
Position:	EHS Advisor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Susan O'Connor, Head of Quality, Health and Safety IOI
Additional reporting line to:	Deirdre Saunders, Divisional Director
Position location:	Site locations 80%, Remote 20%

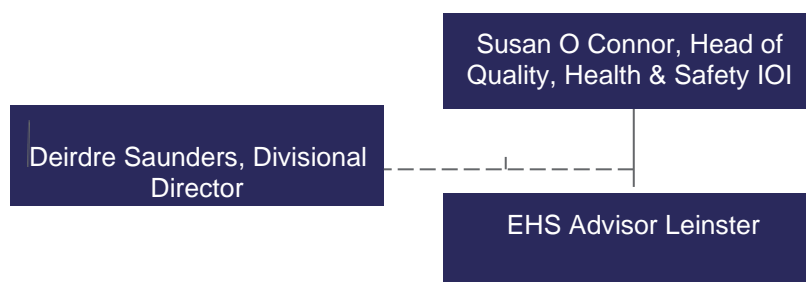
1. Purpose of the Job

- To promote a positive culture of health and safety and provide solutions across all service lines while ensuring compliance with all Sodexo UK&I Health & Safety, Food Safety, Risk, Business Continuity and Environmental Policy and Processes
- Monitoring and providing support, advice and expertise to operational teams with respect to Occupational Health & Safety issues, including statistics and suitable control measures

2. Dimensions

- Characteristics
- Provide direction on HSEQ and risk management matters to operational and management teams
 - Provide business resilience support to all sites within Billy's region

3. Organisation chart



4. Context and main issues

- Ensuring Client satisfaction
- Zero accident rate across the district
- Improved Health & Safety awareness and cultures
- Maintain near miss reporting across the district
- Engage with the wider HSEQ Community / Professional Family to drive continual improvement across the district

5. Main assignments

- Drive and promote a positive safety culture through the activities outlined within this Job Description
- Review and implement the policies and procedures for Health & Safety for contracts and liaise with operations teams to ensure that appropriate monitoring is in place so that all personnel understand and are adequately trained to carry out their individual responsibility in relation to Health & Safety at work
- Provide competent and best practice advice in relation to Health & Safety issues across all service lines – catering, cleaning, technical, front of house, security
- Help promote and develop a safety culture which secures effective implementation of policy, procedures and responsibilities throughout the Sodexo operational delivery
- Work closely with IOI (Island of Ireland) HSEQ team
- Assist with the development of relevant training plans to ensure employees are competent to deliver services from a Health & Safety perspective
- Formulate, implement, monitor and support review of Health & Safety policy and procedures, and support with action plans following audits, and Lost Time Injury accidents/incidents to ensure the contract complies with best practice and legislative requirements
- Monitor the production and review of risk assessments and associated safe work practices to ensure they are sufficient in detail and proportionate to the risk
- Undertake regular Health & Safety walks, inspections and audits of units and report findings
- Ensure that accidents and near misses are reported and investigated to legislative prescribed standards
- Promote and maintain appropriate relationships with HSEQ team and Head of Quality, Health & Safety, and stator authorities
- Onsite appointments, site support visits account for 4 days per week, 1 day for administration (80%/20%)
- Attend regular meetings with the IOI HSEQ team

6. Accountabilities

- Provide a monthly and quarterly update on performance, to Account Managers and Director against targets and objectives including the reduction on LTIR
- Ensure the timely reporting of all incidents (Food and HSE) and ensure the timely completion of investigations for all such incidents
- Continuous improvement in the management and reduction of lost time incident and accident rates

7. Person Specification

- Diploma or equivalent qualification in an occupation health and safety
- Excellent communication and presentation skills
- Broad commercial experience and business acumen
- Experience in risk management and business continuity planning
- Articulate and able to confidently present to all levels of management and colleagues
- Proficient in Microsoft office applications
- Able to work outside of normal hours if an emergency situation arises which needs urgent attention

8. Competencies

■ Cultures innovation	■ Ensures accountability
■ Collaborates	■ Communicates effectively
■ Decision quality	■ Learning and Development
■ Business insight	■ Drives results
■ Organisation and planning	■ Creative problem solving
■ Quality Focus	■ Impact and Influence
■ Employee Engagement	■ Leadership and People Management

9. Management Approval

Version	V1	Date	22.09.2022
Document Owner	Susan O Connor		

I confirm I have read the full content of my job description and understand the requirements of this role

Employee Signature	
Date	