## Job Description: HSE Manager - South



Function:	Healthy and Safety
Job:	Safety Executive
Position:	HSE Manager (South)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Pieter Gray, HSE Manager – UK Shell Lead
Additional reporting line to:	
Position location:	Shell Campus

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

- Assist in the implementation of the safety strategy within the London business
- Support and advise managers and supervisors in the management of health and safety systems
- Conduct audits, safety walks and dip checks within the business
- Work to continually improve the safety culture within the business
- · Provide training and engagements with all employees when required
- Attend Client and Sodexo meetings as required
- Provide a high level of operational service support to management and operational staff, establishing specific requirements, identifying and facilitating the resolution of all specific issues to provide a high level of support and add value to operations
- Provide HSE support to management of change within the business
- Assistance and support with business continuity plan and exercises
- Collation and presentation of HSE data for the South Region including analysis of findings and plans to improve any identified areas of weakness
- Assist in accidents and incident investigations

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 ≣vue	EBIT growth: EBIT margin:	tbc tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
FY13: EIDC	Net income growth: Cash conversion:	tbc tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
<ul> <li>Shell only</li> <li>Characteristics</li> <li>Multi regional</li> <li>Matrix operating platform</li> </ul>								



**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.

- Implement, manage and review the health and safety processes and HSE plan to ensure the London Shell Campus is compliant with best practice and legislative requirements.
- Implement the Sodexo UK&I Safety Environment Management System (SEMS) in alignment with Shell and the London Campus
- Ensuring Service delivery is maintained and all necessary site-specific documentation is correct and up to date.
- Support the development and implementation of Risk Management for Shell London
- Develop and maintain strong relationships with key stakeholders across the London Campus both internally (Sodexo) and externally (Shell and other contractors).

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

- Provide HSE advice
- Support HSE strategy
- Provide and assist with compliance to legislative and contractual requirements
- Provide training and engagement in regard to HSE within the business

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.

- Tasks are completed within agreed timescales and in an accurate manner
- Work produced to a high standard and contain all required information
- Prioritise workload effectively, working to achieve proactive safety control within the workplace
- Positive feedback from key stakeholders
- Analysis and decision making makes appropriate decisions. Speaks confidently and coherently. Can 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 of 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 al situations.
- Advises in line with current legislation and guidance.

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

- National H&S qualification (NVQ Level 4 or NEBOSH General Certificate or equivalent)
- Detailed knowledge of current H&S legislation
- Competent with Microsoft software packages
- Good organisational / communication skills to produce concise information
- Ability to prioritise, work to tight deadlines, both prescribed and self imposed
- Ability to establish and maintain good working relationships at all levels
- Self-motivated and able to drive behaviour to motivate others

Other relevant information:

- Travel may be required
- To attend meetings and training courses as requested
- The job description is intended to give the post holder an appreciation of the role envisaged and the range of
  duties and responsibilities to be undertaken, it does not attempt to detail every activity. Specific tasks and
  objectives will be agrees with the post holder at regular intervals. The post holder will be required at all times
  to perform any other reasonable task, as requested by the Line manager in order to meet the operational
  need of the business.

encies – Indicate which of the Sodexo core competencies and	
<ul> <li>Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	Innovation and Change
Rigorous management of results	Brand Notoriety
Leadership and People Management	Planning and Organising
Analysis and Decision Making	
Industry Acumen	

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