

Job Description: Health and Safety Lead



Function:	Government UK & Ireland, Agencies & Property Professional Services
Position:	Health and Safety Lead (Manager) FTC
Position Holder:	
Date (in post since):	
Immediate Manager	Contract Manager
Additional reporting line to:	Head of Health and Safety, G&A
Position location:	HMRC / DEFRA – Sevington & Bastion Point

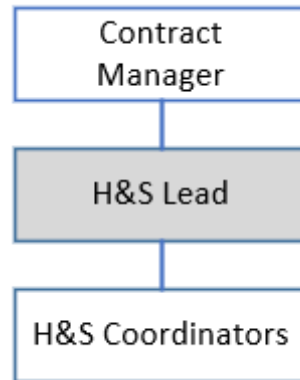
1. Purpose of the Job

- Promote and embed a positive safety culture.
- Ensure compliance with Health and Safety legislation, DEFRA codes of practice, and Sodexo policy.
- Work proactively with managers to establish and maintain safe systems of work and environments for colleagues and customers.
- Provide effective, efficient, and professional support and advice on all aspects of Health and Safety
- Ensure implementation of the Sodexo Integrated Management System, including Quality, Health, Safety, and environmental best practices, across all service delivery platforms within DEFRA Contact, ensuring compliance with current health and safety legislation, approved codes of practice, and company policies and procedures
- Provide competent safety advice to all managers and frontline staff across the contract.
- Liaise with the client and Sodexo Government & Agencies Services HSE Executive on safety matters on both an emergency and routine basis.
- Act as a focal point to ensure the DEFRA contract delivers on corporate and social value pledges

2. Dimensions

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		<ul style="list-style-type: none"> ▪ Add point 							

3. Organisation chart



4. Context and main issues

- A non-operational site currently in phase 3 of the go-live plan.
- Ensure compliance with legislative requirements, local client site rules, regulations, and Sodexo policies/procedures across the account.
- Lead safety efforts across BCP Sevington/Dover
- Ensure health and safety compliance across multiple FM services.
- Drive a zero-harm culture within the business area, supporting regional and contractual initiatives.

5. Main assignments

- Develop and lead the operation of an integrated management system for health and safety, promoting a proactive culture and utilising Sodexo policies and procedures, including risk assessments and accident prevention.
- Provide expert accident/incident investigation advice, conduct root cause analysis, and encourage reporting and resolution of unsafe acts, behaviours, and environments.
- Offer comprehensive advice to managers on health and safety best practices and collaborate closely with stakeholders to identify and address key risks and issues.
- Identify organizational training needs and collaborate with HR and L&D Business Partners to develop and deliver necessary training.
- Maintain positive client relationships, ensuring proactive support and adherence to expectations.
- Ensure legislative compliance and stay updated on relevant HSE laws, codes of practice, and standards.
- Facilitate the maintenance of health, safety, environmental, and well-being standards through audits, inspections, and setting high expectations for employee safety awareness and performance.
- Govern the Integrated Management System audit program, reporting on performance and utilising feedback for continuous improvement.
- Provide guidance on environmental, health and safety matters, including obligations and responsibilities, and implement appropriate accident investigation methodologies to enhance risk management and accountability.
- Ensure compliance with company/contract documentation, audits, and administration procedures.
- Liaise with external auditors and coordinate visits, maintaining communication with relevant stakeholders.
- Effectively plan and establish performance management systems, integrating corporate and social responsibility plans into daily operations.
- Manage client relationships, maintaining formal and informal communications with clients, subcontractors, and customers, with a proactive and supportive approach.

This list is not exhaustive, and the post holder will be expected to carry out other reasonable duties from time to time as requested by management.

6. Accountabilities

- Implement policies and practices to achieve Sodexo's accident reduction targets.
- Ensure contractual Health and Safety/compliance KPIs are met.
- Contribute to the delivery of Sodexo's health and safety strategy.
- Support operational management in reporting accidents and near misses.
- Ensure fulfilment of Corporate and Social responsibility pledges.

7. Person Specification

The ideal candidate must possess the following skills.

Essential

- 3 years' experience in managing safety in a similar industry environment.
- Commitment to HSEQ management and experience within an HSEQ role
- Certification to NEBOSH General Certificate (or to be met within 6 months)
- Ability to prioritise, and work to tight deadlines, both prescribed and self-imposed.
- Good numerical, interpersonal and communication skills, must be able to demonstrate effective verbal and written communication.
- Able to demonstrate working knowledge of MS Office (Word, Excel, and Outlook)

Desirable

- Level 6 Health and Safety Qualification
- Experience of working in Central Government contracts (NEC3)
- experience within an HSEQ role
- Able to work on own initiative and within a senior leadership team environment.
- Certificate level environmental qualification
- Able to demonstrate achievement of continuous improvement in the workplace.
- Level 3 or above qualification and or Member of a facilities organisation such as IWFM or ISOH

8. Competencies

N/A – this section is for management job descriptions only

9. Management Approval

Version	1	Date	20.03.2024
Document Owner			

10. Employee Approval

Employee Name		Date	
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