

Function:	HSEQ
Position:	<b>Health, Safety Environment &amp; Quality Director</b>
Job holder:	TBC
Date (in job since):	TBC
Immediate manager (N+1 Job title and name):	Managing Director Tech & Services UK&I
Additional reporting line to:	Global SVP Health, Safety, and Environment
Position location:	UK

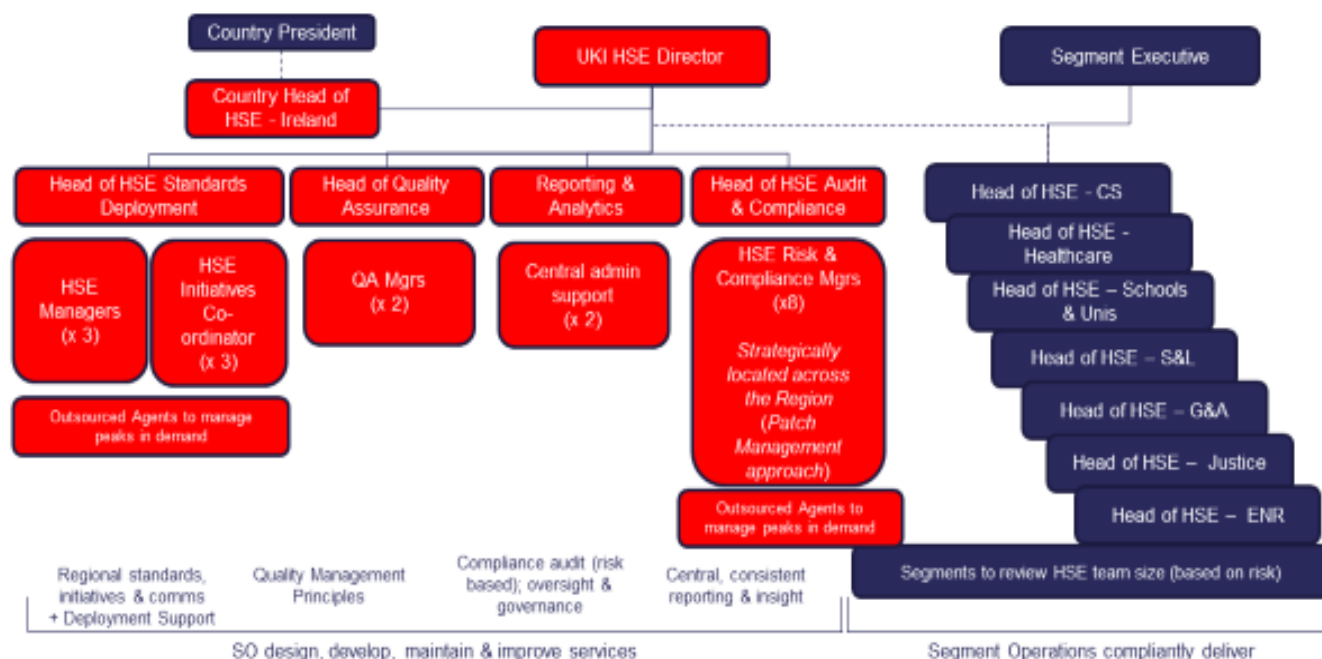
## 1. Purpose of the Job – State concisely the aim of the job.

- Regional reporting to the Managing Director as a member of the Regional Tech & Services Leadership team and Advisor to Regional Leadership Committee and Regional Segment CEOs on HSEQ issues to deploy our strategic HSE fundamentals
- Functional reporting to the Group Senior Vice President for HSE and member of Group HSE Professional Family
- Accountable for the leadership of the HSEQ team delivering a high performing HSEQ function across the UK&I region holding ultimate health and safety responsibility
- Lead the development of HSE capability & competence, including talent management, fostering sharing of best practice
- Provide thought leadership on all HSEQ matters for UK&I region to drive a world class HSEQ culture.
- Ensure the UK&I region maintains mandatory and statutory compliance in all areas of activity.
- Be the driver for behavioural change to lead the business to achieve a Zero Harm Mindset
- Leader for information, reporting and analytics on HSEQ
- Owner of the Regional HSEQ management systems, minimum standards and key processes.
- Regional Contact point and Coordinator for technical HSEQ issues with Sodexo's clients and other stakeholders
- Leader and co-ordinator of the Regional Health & Safety Operational Committee (HSOC), to influence operating segments to drive safety and compliance improvement.
- Support serious incident and crisis management situations

## 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.

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| Characteristics | <ul style="list-style-type: none"> <li>▪ Member of the Regional Tech &amp; Services Leadership team</li> <li>▪ Member of the Group HSE Leadership Team</li> <li>▪ Lead regional QSHE Board and regional HSEQ professional family</li> <li>▪ Senior Leader collaboration within UK&amp;I</li> </ul> |
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**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.

- Implement Health, Safety, Environment & Quality cultural change within the region to achieve desired behavioural change and instill a safety and compliance culture across the organisation.
- Embed HSEQ in all services and all operational activities to increase safety, and reduce incidents and accidents
- Build and lead an HSEQ team in the region as part of Tech & Services and drive the transformation across all dimensions of the regional organisation. Influence and standardise HSEQ activity in the operating segments
- Lead the development of HSE capability and competence including growth and retention of identified HSE talent
- Identify and meet the needs of region and sites to support growth ambitions
- Manage cost inflation; identifying and ensuring appropriate measures are in place to reduce exposure to loss.
- Provide tangible value creation through HSEQ to our employees and their operating segments (simplifying processes and procedures at site level) and to our clients and consumers (enhancing their Quality of Life experience)

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

### DRIVE BEHAVIOURAL CHANGE

- Leading and managing the central HSEQ team to deliver their annual objectives aligned to our strategic agenda, supporting their professional development with robust development plans and constructive performance management
- Foster a culture of HSE excellence and sharing of best practice
- Set regional HSEQ strategy aligned to our global operating model.
- Drive behavioural change at regional level to ensure all employees develop a Zero Harm Mindset, within Tech & Services, across Segments and Sites and all parts of Sodexo

### ENSURE SAFETY IS EMBEDDED IN ALL OPERATING PROCESSES

- Work to ensure service, processes and SOPs have safety firmly embedded
- Maintain and develop HSEQ technical capability for all services and processes

### BUILD AND MAINTAIN MANAGEMENT SYSTEMS AND APPLICATIONS

- Lead our accreditations of ISO 9001, ISO 14001, ISO 45001 and 22301 (Business Continuity)
- Build effective knowledge management and management information systems to ensure lessons are understood and shared from all major HSEQ incidents in the region and are escalated and acted upon as needed
- Maintain regional HSEQ management systems in compliance with global HSEQ reference standards (SOPs) for all areas of HSEQ scope relevant to the region, provide assurance of HSEQ legal and regulatory compliance for the region
- Embed regional HSEQ legal and regulatory requirements into regional documents and training for the regional Tech & Services and segments (and any Function staff located in the region)
- Lead the regional HSEQ Audit process for the Group in coordination with Global Tech & Services HSEQ, Segments (and Functions located in the region)
- Maintain Global HSEQ ICT applications to meet the compliance and reporting needs of the region for all of the scope areas of HSEQ

### REGIONAL AND GLOBAL COORDINATION

- Leading all regional reporting to lead and lag indicators identified within our Global and Regional requirements from SALUS
- Maintain a regional view of the most significant HSEQ risks and represent these at the Regional & Group Tech & Services HSEQ level
- Coordinate the Country Heads (where appropriate) of HSEQ to ensure alignment with the Regional Tech & Services & Global Tech & Services HSEQ
- Manage appropriate regional governance, including HSOC, relevant business review forums and monitoring and targeting of relevant KPI's

**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.

- Lead Regional HSE and Food Safety strategy development and deployment of related activities and programs
- Anchor Global standards and required certifications in regional management systems
- Monitor and target regional HSE Impact KPI's and lead co-creation of regional continual improvement plans
- Lead regional independent audit planning, resourcing and execution
- Lead the development of HSE and FS capability and competence including growth and retention of identified HSE talent
- Lead the development and deployment of clear and constantly applied minimum standards and key processes
- Provide HSE regional support and coaching to regional leadership teams
- Deliver on established targets agreed through annual Business Planning process.
- Benchmark results and contribute to the setting of stretching injury and incident reduction targets.
- Safety of all Sodexo employees, contractors and consumers are protected: progress on the achievement of global and regional incident reduction target (LTIR)
- Strong HSEQ-oriented culture and associated behaviors developed across the region
- Accounts opened with HSEQ infrastructure in place, implemented (manuals, training, etc.), measured, and tracked
- All potential risks identified, transparently reported, managed and mitigated through appropriate established HSEQ audit mechanisms
- Regulatory/ Statutory compliance maintained across Health, Safety, Environment, Employee Security, Food Safety, Business Continuity.
- HSEQ budget managed, controlled and optimised

**7. Person Specification**

- Chartered Member of IOSH with a rounded appreciation of risk in consumer services environments
- Strong interpersonal and relationship skills, with emotional intelligence and personal confidence being key
- Proven track record of leading, managing and developing successful teams
- Graduate calibre with a well-developed network within the HSEQ professional family to bring partnering insights
- Significant evidence of operating at a senior level within a large, complex matrix-based organisation and ability to show cultural agility
- Experience of presenting at board level and to clients using different influencing and engagement styles
- Strong inspirational leader that is able to articulate a clear vision, strategy and set direction at all levels
- Broad leadership experience with advanced commercial acumen ability to deliver budget expectations