

Job Description: Health & Safety Advisor



Function:	Operations
Position:	Health & Safety Advisor
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Health & Safety District Lead
Additional reporting line to:	Group Managers / Account Director
Position location:	Ireland

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

Sodexo is seeking an experienced and proactive Health & Safety Advisor to strengthen and maintain a robust safety culture across across client sites. This is a key role providing expert guidance and driving continuous improvement in Health & Safety, Food Safety, Environmental practices, Risk Management, and Business Continuity. You will play a vital part in ensuring our operations consistently meet Sodexo UK&I safety standards while supporting operational leaders to keep colleagues and clients safe every day.

- To support the implementation of Sodexo Health & Safety and Food Safety Policies and Processes across Corporate Service sites.
- To support on the mobilisation of new contracts /sites.
- Undertake environmental, health and safety planning for sites, including the setting of goals, agreeing priorities and establishing adequate systems for performance management and support the achievement of Global, UK&I and Segment targets.
- Support the reporting and investigation, including Root Cause Analysis, of accidents / incidents

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.

Total T/O TBC			
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3. Organisation chart – Indicate schematically the position of the job within the organisation. 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.

- Champion a positive Health & Safety culture across the account portfolio
- Provide expert advice on occupational safety to operational teams
- Support implementation of Sodexo’s Health, Food Safety and Environmental policies
- Lead on local planning and performance management for EHS standards
- Risk assessments and training implementation
- ISO audit compliance and preparation
- Contribute to risk registers and business continuity planning
- Conduct and support incident investigations and root cause analysis
- Maintain accurate compliance documentation and site-specific procedures
- Collaborate with Sodexo’s wider HSEQ community to drive improvements and innovation
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- Implement, monitor and review health and safety policy and action plans ensure CS UK&I complies with best practice and legislative requirements.
- Implementation of the Sodexo Corporate Services Integrated Management System on sites
- Production of site and task specific documentation while site teams maintain service delivery
- Demonstrate positive safety behaviours to lead new site team and support client expectations
- Develop HACCP documentation as required

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

- Production of risk assessments / safe systems of work which are site and task specific in accordance with Sodexo H&S processes
- Development of HACCP documentation in accordance with Sodexo Food Safety processes.
- Management of site Action Plans following Red audits and RIDDOR accidents / incidents including Root cause Analysis.
- Support the development of Business Continuity Plans
Complete or support sites to complete full Root Cause Analysis of lost time incidents

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.

- 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..
- Implementation and delivery of initiatives supporting the achievement of CS UK&I Targets and Safety Culture / Behaviour change.
- Site compliance with relevant legislative and company standards within identified timescales and deadlines

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

- Minimum of NVQ level 3 qualification in Health & Safety
- Experience of Food Safety / HACCP
- Experience of Implementing safety and quality systems (OHSAS 18001; ISO 9001; IS 14001)
- Knowledge of current Health & Safety legislation
- IOSH membership
- Experience within Food/ Soft Services Hard FM or Mechanical & Electrical environments
- Good working knowledge of current Health & Safety legislation
- Proven experience implementing safety and quality systems
- Strong communication, leadership and organisational skills
- Ability to manage multiple priorities in a fast-paced environment
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8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Employee Engagement
▪ Commercial Awareness	▪ Learning & Development

9. Management Approval – To be completed by document owner

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Document Owner	Leanne Campbell		