

# Job Description: SHE & Compliance Manager



Function:	Health & Safety
Position:	<b>Safety Health Environmental and Compliance Manager</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Account Director
Additional reporting line to:	
Position location:	No fixed place of work

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

- To lead health & safety & Environment practices across the Nestlé contract
- To drive the implementation of Sodexo Health & Safety; Food Safety and Waste Management Policies and Processes across Nestlé contract UK.
- To lead on the due diligence and mobilisation of new contracts /sites.
- Undertake environmental, health and safety; food safety planning for sites, including the setting of goals, agreeing priorities and establishing adequate systems for performance management.
- Support the achievement of Global, UK&I and Segment targets by review of performance data and implementation of initiatives across the Nestlé contract. Review and share any LTI lessons learnt.
- Support managers and develop SHE and Waste Management knowledge and capability with the team including HSE accountabilities
- To ensure zero accident safety culture is imbedded in the contract and drive for continual improvement
- To carry out compliance checks and ensure sites are audit ready.
- To look at best practice and SHE market to enhance SHE initiatives and ways of working on site.
- To ensure a Sustainability drive and culture is established in the Nestlé contract

## 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 FY22:	EBIT growth:	N/A	Growth type: n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:	N/A		Outsourcing growth rate:	n/a	HR in Region	tbc
	Net income growth:	N/A					
	Cash conversion:	N/A					
Characteristics							

## 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.

- Implement, monitor and review health and safety processes and action plans to ensure all Nestlé comply with best practice and legislative requirements.
- Implementation of the Sodexo Corporate Services Integrated Management System A-Z Health and Safety and A-Z Food Safety standards and Waste Management files on sites
- Production of site and task specific documentation while site teams maintain service delivery
- Produce tailored mobilisation plans and H&S interface documents which solution Sodexo ways of working on client sites.
- Support on the development and implementation of Risk Management and Business Continuity Initiatives.
- Produce monthly SHE performance reports UK and support Globally

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

- Provide safety, health, risk & quality support to Sodexo operations and external clients in accordance with Company procedures and agreed objectives
- Assist with the implementation of Health, Safety and Quality systems on the mobilisations of new contracts.
- Promote and develop a Safety Culture which secures effective implementation of policy, procedures and responsibilities throughout the Sodexo operational delivery
- Support the implementation of Behavioural Safety Change across the Corporate Service Segment.
- Undertake environmental health and safety planning, including the setting of goals, agreeing priorities and establishing adequate systems for performance management.
- Establish an audit programme and carry out compliance audits on site ensuring sites are audit ready
- Implement initiatives to support the attainment of CS UK&I health & safety targets, in particular the reduction of lost time injuries.
- Support the Sustainability Lead ensuring the Better Tomorrow Plan is implemented and aligned to Nestlé Sustainability Plan.
- 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.
- Development of contract specific mobilisation plans and assign team resource as appropriate
- Support the development of Business Continuity Plans
- Complete or support sites to complete full Root Cause Analysis of lost time incidents
- Ensure Environmental compliance across the contract
- Carry out SHE and Waste training to the team as and when needed.
- Support teams and share lessons learnt from Accidents, audits and near misses and Safety Alerts

## 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.
- Provide a tailored mobilisation program for new contracts.
- Implementation and delivery of initiatives supporting the achievement of CS UK&I Targets and Safety Culture / Behaviour change.
- Ensure full 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

- National H&S qualification (NVQ Level 5/6 or equivalent)
- Membership of IOSH
- Membership of CIWM or equivalent
- Experience in auditing and or auditing Qualification desirable
- Proven experience within a Hard FM/ M&E environment
- Detailed knowledge of current Health & Safety and Environment legislation
- Experience of Food Safety / HACCP
- Experience of working within a high profile organisation.
- Experience of Implementing safety and quality systems (OHSAS 18001; ISO 9001; IS 14001)
- Good organisational /communication skills, able to lead a small team
- 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 motivate others
- Proven recent experience Risk Management and Business Continuity
- Knowledge of waste management

**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

Version	1	Date	
Document Owner			

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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