

**DEFENCE & GOVERNMENT SERVICES**

Job Description:
QHSE Manager

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| Function: | Defence & Government Services |
| Generic job:  | QHSE Manager |
| Position:  | QHSE Manager |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Account Director  |
| Additional reporting line to: | HSE Executive |
| Position location: | Regional |
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| 1. Purpose of the job  |
| * To implement the Sodexo Integrated Management System including Quality, Health, Safety and environmental best practice, across all elements of service delivery platforms within Sodexo, ensuring compliance with current health and safety legislation, approved codes of practice and company policies and procedures. Focussing on adherence to service excellence and continuous improvement of the management system.
* To work proactively with managers to establish and maintain safe systems of work and a safe environment for colleagues and customers. To ensure that there is a provision of competent safety advice to all managers and front line staff across the Ministry of Justice North contractual region and to liaise with the client and Sodexo Defence & Government Services HSE Executive on safety matters on both an emergency and routine basis.
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| 2. Dimensions  |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Add only relevant points (delete any information not required)
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| 3. Organisation chart  |
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| **4. Context and main issues**  |
| * Maintenance of management system to ISO 9001:2008; OHSAS 18001; ISO 14001
* Maintain food safety standards by audit and investigate food related complaints
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| 5. Main assignments  |
| * Develop and lead the operation and promotion of an integrated management system, encompassing a pro-active environmental, health and safety culture across the region. Utilising the Sodexo management system policies and procedures, including risk assessment, accident prevention, health initiatives and acknowledged personal responsibility.
* Facilitate the maintenance and management of environmental health, safety and well-being through systems, audit/ inspection and the establishment of high standards and expectations on employees of service excellence and safety awareness behaviours / performance.
* To maintain an Integrated Management System audit programme for Health & Safety, environmental and Quality standards and to ensure that all units are regularly audited to contract requirement
* To report on the performance of the IMS system at Management review meetings, and use this as a forum for any improvements.
* Advise on matters relating to the Environment and Health and Safety at work including the obligations and responsibilities of managers and employees; and provide comprehensive and practical advice to managers on best practice.
* Undertake environmental health and safety planning, including the setting of goals, agreeing priorities, and establishing adequate systems for performance management.
* In conjunction with the Learning and Development Business Partner, assist in the delivery of comprehensive operational technical training to promote, develop and sustain a positive Health and Safety awareness culture throughout business operations
* Provide appropriate accident investigation methodology to ensure personal management accountability and improve risk management, including monitoring and interpretation of statistical data and formulate into a monthly report
* Management of client relationships and expectations relevant to the job role. Maintain formal and informal communications with clients, Sodexo D&GS HSE Executive, sub-contractors and customers. A positive pro-active approach must be made to the client as well as being supportive to their needs
* Compliance to all company/contract, documentation, audits and administration procedures are carried out to the company standard
* Legislative compliance, ensuring that all HSE aspects of the business are conducted in accordance with all relevant statutory requirements and Codes of Practice
* To develop and ensure delivery of the Contract audit programme ensuring close outs of action plans are adhered to within the stipulated timeline.
* Investigation of HSE and food safety issues with in the contracts and if required Segment.
* Liaison with the external quality auditors on initial assessments and the coordination of subsequent surveillance visits ensuring Safegard and the Quality Lead are kept informed.
* Ensure a personal development plan is in place and that CPD is kept up to date
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| 6. Accountabilities |
| * Implement policies to meet H&S accident reduction targets identified by Sodexo
* All external audits to be managed and supported
* Contractual KPI ‘s on Compliance to be met
* Contribute to the delivery of the Sodexo QHSE strategy and delivery.
* Assist to ensure operational management report all accidents and near misses
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| 7. Person Specification  |
| **Desirable*** Level 6 Health and Safety Qualification
* Experience in soft FM safety management
* Certificate level environmental qualification
* Good organisational and communication skills and production of 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.
* 5 years’ experience of managing safety in a similar environment
* Able to demonstrate achievement of continuous improvement in the workplace

 **Essential** • Experience and responsibility for a safety management system operation* Commitment to HSE management and experience within an HSE role
* Certification to NEBOSH General Certificate (or to be met within 6 months)
* Level 4 Food Safety Qualification (or to be met within 6 months)
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| 8. Competencies  |
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| * Growth, client and customer satisfaction, quality of services provided
 | * Industry acumen
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| * Rigorous management of results
 | * Analysis and decision making
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| * Leadership and people management
 | * Planning and organising
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| * Innovation and change
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| * Brand notoriety
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date | 23 November 2017 |
| Document Owner | DH |

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