

Job Description:
QHSE Advisor

|  |  |
| --- | --- |
| Function:  | **Defence & Government** |
| Position:  | QHSE Advisor |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager: (N+1 Job title and name): | **Contract Director** |
| Additional reporting line to:  | **Health & Safety Executive** |
| Position location:  | **CapMAC, London** |
|  |
| 1. Purpose of the Job – State concisely the aim 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 colleagues across the contract and to liaise with the client and Sodexo Defence HSE Executive on safety matters on both an emergency and routine basis.
 |
|  |
| 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 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 point
 |

Draft. Version: 27-03-2014

|  |
| --- |
| 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. |
| * No EHO audit to be below 4 star
* All internal audits green
* Maintenance of management system to BS11000, ISO 9001:2008; HSG57/ISO 18001; ISO 14001
* Managing active achievement of Quality Management Plan and KPI targets therein
* Actively drive a zero harm culture within the business area

  |

|  |
| --- |
| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * 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 colleagues 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 audited every 6 months through effective deployment of the trained auditors within the contract.
* 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.
* 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 Defence 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 ensure that support is given to the Health and Safety and Quality Management team in ensuring the Quality Management System reflects current legislation, best practice and company policy.
* 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 Health and Safety issues within the contract and if required Segment.
* Liaison with the external quality auditors on initial assessments and the co ordination of subsequent surveillance visits ensuring Safegard and the Quality Lead are kept informed.
* The planning and co ordination of quality assurance training for Company employees including;
* Familiarisation Training
* Internal Auditor
* Lead Auditor
* Being the tutor for this training where practicable.
* Ensure a personal development plan is in place and that CPD is kept up to date
 |

|  |
| --- |
| 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. |
| * Meet H&S accident reduction targets identified by Sodexo
* All external to contract audits particularly Safegard to be green
* Compliance audit KPI met
* Contribute to the delivery of the Sodexo SHEQ strategy and delivery.
* All accidents reported and investigated on time
 |

|  |
| --- |
| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential* Working toward a level 6 Safety Qualification, completed within 12 months from the start date
* Level 4 Food Safety Qualification or to be met within 6 months
* Certificate level environmental qualification
* Internal auditor in an ISO standard
* 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
* Experience of managing safety in a similar environment
* Able to demonstrate achievement of continuous improvement in the workplace

Desirable* Affiliation to a suitable professional chartered body
* Responsibility for a management system operation
* CMIOSH
 |

|  |
| --- |
| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
|

|  |  |
| --- | --- |
| * Growth, Client & Customer Satisfaction / Quality of Services provided
 |  |
| * Rigorous management of results
 |  |
| * Brand Notoriety
 |  |
| * Commercial Awareness
 |  |

 |