

Job Description

HSEQ – Advisor

Function	Government Agencies
Position	HSEQ – Advisor
Job Holder	
Date (in job since)	
Immediate manager	HSEQ Manager
Additional reporting line	Regional business managers
Position location	No Fixed Location (Assessable to locations throughout the North contract locations)

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

- 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 escalate risk and issues within appropriate timelines.
- Conduct HSE, Food Safety and quality Inspections to validate compliance, delivering safety initiatives/training, supporting the Managers in investigating incidents, providing updates to the HSEQ Manager.
- Supporting and assisting in the implementation of environmental and sustainability initiatives to ensure contractual and company targets are achieved.

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

- Promote our zero-harm mindset and develop strategies to move up the maturity framework.
- Assist in ensuring compliance with the integrated management system by carrying out HSE and Food Safety Inspections across area of responsibility.
- 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.
- Provide appropriate accident investigation assistance to the operations, reviewing audit reports and accident investigation reports and assist in managing the close out of outstanding actions.
- To report on the performance and key measures to HSEQ lead and at regional management review meetings, using this as a forum to promote improvements.
- Play a lead role in reducing food waste and lead key initiatives like WasteLESS week.
- Support the HSEQ Manager and Operations team with Client enquiries/issues. A positive pro-active approach must be made to the client as well as being supportive to their needs.
- Support in the delivery of HSEQ training to promote, develop and sustain a positive Health and Safety awareness culture throughout business operations.
- Ensure a personal development plan is in place.
- Act as a Deputy for the HSEQ Manager in Segment/Regional responsibilities in their absence.
- Any other related activities that may be required from time to time

3. 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.

- Ensure legislative requirements, local client site rules, regulations, and Sodexo policies/procedures are adhered to across the account. Maintain compliance with HSE, quality and food safety standards by audit.
- Investigating food related observations raised by any EHO or external auditor.
- Will involve travel across the whole of the MOJ North Contract sites. (Partly home based/Partly field based)
- Embedding zero harm mindset throughout area of responsibility
- Flexibility on work schedule and location, with flexibility around hours of work, including overnight stays are required in order to meet business needs and as appropriate/necessary

4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organisation; they should focus on end results, not duties or activities.

- Driving improvements in the safety culture and health and safety performance by personally role-modelling strong pro-active HSEQ leadership and zero harm mindset.
- Ensure LTI reduction targets and accident to near miss ratio identified by Sodexo are met within area of responsibility.
- Assist to ensure operational management reporting all accidents, near misses and root cause analysis within given timelines.
- Responsible to complete 50-70% of site within area of responsibility have validation audits completed.

5. 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.

- 8 Operational Managers supported.
- Revenue £12M
- >150 operational buildings
- 24 operational kitchens
- NEC3 KPIs thresholds 98%

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

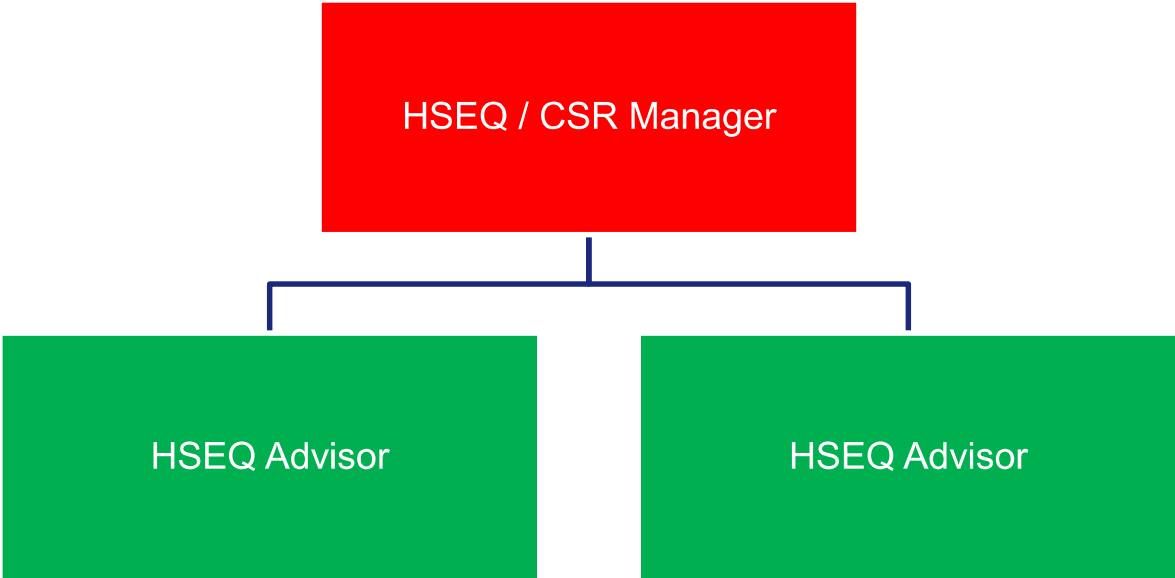
Essential:

- Some experience of managing safety in a similar soft FM service industry environment.
- Knowledge of HSE Legislation and some experience within an HSE role
- Level 3 Food Safety qualification
- Ability to prioritise, work to tight deadlines, both prescribed and self – imposed.
- Good numerical, interpersonal and communication skills, must be able to demonstrate effective verbal and written communication.
- Ability to work without direct supervision and able to manage own workload/time.
- Able to challenge behaviour that is inconsistent with our HSEQ and zero harm culture.
- Able to demonstrate working knowledge of MS Office (Word, Excel and Outlook)

Desirable:

- Certification to NEBOSH General Certificate
- Level 4 Food Safety Qualification
- Able to demonstrate achievement of continuous improvement in the workplace.
- Level 3 or above qualification and or Member of a facilities organisation such as IWFM or IS

7. 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. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



Received:

Date:

Date:

Job holder

Immediate Manager