

# Job Description: Administrator



Function:	Corporate Services
Position:	Health & Safety Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Soft Service Manager
Additional reporting line to:	Stephen Haines
Position location:	Diageo Park Royal 7HQ

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

- To provide safety, health, risk and quality support to Sodexo operations and external clients in accordance with Company procedures and agreed objectives.

## 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.

- Assist with the implementation of Health, Safety and Quality systems
- Implement, monitor and review health and safety policy and action plan's complies with best practice and legislative requirements.
- Promote and develop a Safety Culture which secures effective implementation of policy, procedures and responsibilities throughout the Sodexo and client operational delivery.
- Management of site Action Plans following Red audits and RIDDOR accidents / incidents.

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

- Provide a high level of operational service support to management and operational staff,
- Ensure consistent application and communication of Sodexo and client H&S and Environmental policies, procedures, practices and initiatives, while referring to site senior management.

- Preparation of Business Continuity Plans (Following training and use of pro forma document.)
- Ensure full compliance with relevant legislative and company standards within identified timescales and deadlines.
- Contribute to the delivery of the Sodexo Health, Safety & Risk strategy and delivery.
- Ensure that all quality systems for Health & Safety, Environmental & Quality are maintained and monitored.

## 6. Knowledge and Experience

### Essential

- Detailed knowledge of current Health & Safety legislation
- Good organisational /communication skills. Produce 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
- Self-motivated and able to motivate others
- Proven recent experience in Health, Safety & Risk
- Experience of implementing Health & Safety and Quality Systems

**Successful candidates must be able to adapt and react to managing risk within diverse and challenging environments to meet client expectations**  
**Candidates must also be able to manage and prioritize day to day diary commitments in order to meet contractual support demands.**