

**DEFENCE & GOVERNMENT SERVICES**

Job Description:   
Regional Health, Safety and Environmental Manager

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| Function: | | | | Defence & Government Services | | | | | | | | |
| Generic job: | | | |  | | | | | | | | |
| Position: | | | | Regional Health, Safety and Environmental Manager | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Contract Director | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | |  | | | | | | | | |
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| 1. Purpose of the job | | | | | | | | | | | | |
| * To provide both health and food safety, risk and environmental support to Sodexo operations within Hestia South and external clients in accordance with Company procedures and agreed objectives | | | | | | | | | | | | |
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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 | | * Provide effective health, food and environmental safety support and provide competent advice at all levels of the contract. * Ensure full compliance with relevant legislative and company standards in health and safety; food safety; and environmental safety * Contribute to the delivery of the Sodexo health, safety and risk strategy. | | | | | | | | | | |

Draft. Version: 27-03-2014

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| 3. Organisation chart |
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| **4. Context and main issues** |
| * Travel and overnight stay may be required to undertake training and other business requirements * May be required to occasionally work unsociable hours in line with business requirements * Flexibility on work schedule will be required at times |

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| 5. Main assignments |
| * Advise and support on the implementation of health, food and environmental safety systems within Hestia South * Promote and develop a HSE inclusive of food safety culture which secures effective implementation of policy, procedures and responsibilities throughout the Sodexo Hestia South operational delivery * Undertake environmental, health and safety and food safety planning, including the setting of goals, agreeing priorities and establishing adequate systems for performance management * Assist sites with the preparation of risk registers * Management of site action plans following audits and accidents / incidents * Provide timely reporting of accidents to the client, Safegard and the Sodexo HSE executive * Provide a high level of operational service support to management and operational teams, establishing specific requirements, identifying and facilitating the resolution of all specific issues to provide a high level of support and add value to operations * Ensure consistent application and communication of Sodexo H&S, food safety and environmental policies, procedures, practices and initiatives, while referring to site senior management * Review and maintenance of business continuity plans (following training and use of pro forma document.) Being the tutor for this training where practicable * Ensure a personal development plan is in place and that CPD is kept up to date, this must include both hard and soft FM skills |

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| 6. Accountabilities |
| Leadership and people   * You will role model the company values and ensure they are reinforced at every opportunity. You will provide leadership and clear direction on all aspects of Health and Safety including Food safety and the Environment. You will support in the delivery of the people plan and on the back of this, developing future capability of front line teams. You will lead by example and champion effective communication.   Risk, governance and compliance   * You are accountable for full compliance and understanding of all company risk, reporting and governance processes within Hestia South. You will ensure that these are fully applied, complied with and adhered to within own business.   Relationship management client and team   * You are responsible for managing local client and customer relationships and developing and maintaining strong business relationships. You must seek to understand the client’s business environment, developing and maintaining strong relationships. You will manage clients proactively and professionally, in line with Clients for Life®, ensuring Sodexo delivers service in line with the client’s business objectives. You will understand the importance the client places on partnering principles and endeavour to establish a dynamic and positive culture for co-operative business relationships and improvements to service.   Service excellence   * You are responsible for driving all aspects of service excellence across your business area including brand integrity, quality, compliance, Sodexo’s corporate social responsibility and service standards. You must ensure that you work to recognised and expected standards ensuring the offer is meeting the customer’s needs through full and correct use of company tools. In partnership with subject matters experts you will champion and embed service excellence initiatives across your business area and ensure that all services are aligned to the defence client and customer needs and deliverable within budget.   Continuous development   * You are responsible for continual development and improvement for Health and Safety, resulting in improved services and reduced costs. |

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| 7. Person Specification |
| Essential   * National H&S qualification (NVQ Level 4 or equivalent) * Detailed knowledge of current Health & Safety legislation * Detailed knowledge of food safety legislation and level 4 food safety qualification or equivalent (or working towards it within the next six months) * Certificate level environmental qualification * Able to demonstrate achievement of continuous safety improvement in the workplace * Experience of managing safety in a similar environment * 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 * Proven analytical skills   Desirable   * Experience of implementing Health & Safety Systems |

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| 8. Competencies |
| |  |  | | --- | --- | | * Growth, client and customer satisfaction, quality of services provided | * Industry acumen | | * Rigorous management of results | * Analysis and decision making | | * Leadership and people management | * Planning and organising | | * Innovation and change |  | | * Brand notoriety |  | |

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| 9. Management Approval – To be completed by document owner |
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