

Job Description:
Safety Executive

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| Function: | Service Operations - HSE |
| Job:  | HSE |
| Position:  | Safety Executive |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | Senior Safety Executive |
| Additional reporting line to: | Head of Integrated Audit and Field Operations |
| Position location: | Home based  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Monitor compliance against Company (Global & Regional) health and safety, food safety, environmental policy and standards within their geographical area.
* Undertake reactive HSEQ accident and incident investigations.
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| 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: |  | EBIT growth: | n/a | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce |  |
| EBIT margin: | n/a |
| Net income growth: | n/a | Outsourcing growth rate: | n/a | HR in Region  |  |
| Cash conversion: | n/a |
| Characteristics  |  |

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| 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. |
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| **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. |
| * Must be capable of working with minimal supervision; capable of making decisions based on risk assessment in respect of the Companies exposure sometimes without recourse to line manager.
* Must be able to plan work activities up to 2 months in advance.
* Ability to take on board at short notice activities as they occur – e.g. accident investigations / enforcement officer interventions.
* Maintenance of records of training and professional development
* Support colleagues and the Safegard management team in delivering services beyond the boundaries of their designated geographical area.
* Prepared to travel extensively across the UK and Ireland
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Implement, auditing and investigation activities across the sites within their geographical area in accordance with the site risk rating, in cooperation with the Head of Integrated Audit and Field Operations, to ensure the audit programme requirements and investigation rates are met.
* Undertake assessment of risk (AoR) audits / mobilisation support to mitigate health and safety / food safety risks that Sodexo faces during new contract openings.
* Undertake supply chain assurance audits of those businesses supplying Sodexo with goods and/or services to identify non-compliances and reduce risk exposure to Sodexo.
* Respond and react to enforcement agency interventions.
* High-risk sites proactively managed through to close-out.
* Accidents investigated and concluded within prescribed time lines in the Safegard protocols
* Time management split between activities to ensure appropriate focus is given to auditing, reactive incidents and other projects.
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| 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. |
| * Work strategically with Sodexo operations to implement improvement plans based on non-compliance and incident cause analysis findings and co-ordinate and drive improvement in compliance.
* Review, revise and recommend changes to Company health and safety / food safety policies or procedures to keep the organisation legally compliant.
* Apply and adopt a flexible approach in supporting the Safegard Management Team.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Graduate calibre with knowledge of food hygiene and health and safety and environmental legislation, with the ability to apply that knowledge to Sodexo’s business activities.
* Experience of management technical teams / individuals.
* Interpersonal skills combined with high accuracy during audit and investigation work and feedback processes, whether written or verbal.
* Ability to demonstrate effective communication skills in particular presentation of technical or non-technical information to clients within Safegard.
* Proficient in IT applications such as MS Outlook, MS Excel and MS Word.
* Full UK\* (or Irish\*) driving licence and fully mobile to travel extensively to the Sodexo (and Safegard client) premises within their patch, and beyond as required.

Desirable:* Member of relevant professional body, for example Chartered Institute of Environmental Health (CIEH), Institution of Occupational Safety and Health (IOSH), etc.
* Must have knowledge of Company health and safety policies and procedures – (this will be provided)
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
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| * HSE Professional Qualification
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| 9. Management Approval – To be completed by document owner |
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| Version | 1.0 | Date | 22.12.15 |
| Document Owner | Christopher Dark, HSE Director |

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