

Job Description:
Health and Safety Advisor

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| Function: | Defence and Government Services |
| Position:  | HSE Advisor – Band A – Health and safety officer |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | QHSE Manager |
| Additional reporting line to: | Health and safety executive |
| Position location: | Colchester PFI |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To provide active, pro-active as well as reactive support in the initiation and monitoring of HSE best practices
* To support in the management, control and advice for all matters relating to safety, health, environment and fire (SHEF).
* To support staff in compliance with the contract requirements predominantly within the Colchester PFI but also in support of regional contracts
* First line support to the QHSE manager as required in all matters relating to our integrated quality assurance
* Embrace the principles of Collaborative Business Relationships (BS11000), in line with Sodexo’s vision and values
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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 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  | * Maintain year on year accident reduction
* Maintain year on year health, safety and environmental compliance
* Successfully pass all HSE audits including client, ISO and Safegard
* Development and embedding of ‘Zero Harm’ culture throughout the site
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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. |
| * Travel and overnight stay may be required to undertake training and other business requirements
* May be required to work unsociable hours in line with business requirements
* Flexibility on work schedule will be required
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * **Finance**
* You are responsible for following up on all improvement plans and to support the delivery of budget at local level

 * **Contract and company compliance**
* Identify amendments and manage process with line manager
* Ensure authorisation is obtained from manager prior to undertaking any additional services
* Support the implementation of action plans to close out any areas of shortfall identified in contract audits such as, LSI, Safegard, RMPA, internal and external audits
* Maintain IIP and / or ISO standards
* **Hygiene, Health and Safety**
* You are to support in overseeing and managing all operations across the contract. Managing compliance with legal, regulatory and company requirements including the integrated quality management system / DQMS.
* You will effectively manage and deliver continuous improvements, take corrective action where necessary and inform management of performance issues.
* You will ensure robust health and safety procedures are implemented, reviewed and reported on a regular basis
* Comply with all company and client policies, site rules and statutory regulations relating to health, safety, the environment, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place and correct utilisation of required personal protective equipment
* Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage, unfit food, or other irregularities and taking such action as may be appropriate
* Report all near misses, accidents and incidents using the correct reporting procedures and using all designated forms
* **Personnel and Training**
* Comply with all relevant Sodexo and client policies and procedures
* To attend performance development reviews with your line manager to agree and take ownership of your training and development needs
* Attend and deliver team briefs, huddles and meetings.
* Attend company training courses
* Support in employee related matters across the contract as and when required, to include but limited to staff recognition, productivity, performance, disciplinary and capability and where necessary involve HR to ensure compliance and achieve the business goals

**General Responsibilities*** Communicate to all relevant departments: alerts, contingency arrangements and change requirements when received.
* Ensure client requests are responded to in a timely manner, promoting Sodexo in a professional and business-like manner at all times
* Collate near miss documentation to ensure timely Salus updates and feedback for Sodexo employees to secure lessons learnt and prevention.
* Support in the management, control and advice for all matters relating to safety, health, the environment and fire (SHEF)
* Support as required in the fulfilment of contractual requirements, predominantly at Colchester Garrison PFI but also in support of regional contracts.
* Provide relevant and accurate technical support and advice to line managers to deliver improvements in assurance, control and compliance regimes in line with SEMS and Sodexo integrated quality management strategy.
* Liaise with managers on their responsibilities for the production and maintenance of risk assessments and safe systems of work
* Provide support and advice to managers completing risk assessments for those reporting to them with specialist considerations, situations not part of the general day-to-day or where a personal risk assessment is required.
* Collate accident and near miss documentation to ensure timely reporting on Salus and to Defence HSE and Safegard for Colchester, LSG and USAFE.
* Evaluate and record all RIDDOR and dangerous occurrences and produce timely reports of all incidents (including environmental reports) and accidents ensuring investigations are conducted to establish and rectify root causes and prevent recurrence. Ensure that lessons learnt are communicated appropriately.
* Where needed collate Defence Packs to incorporate each of the elements required.
* Attend to and take all necessary action, statutory or otherwise, in the event of incidents or accident, fire, theft, loss, damage, hygiene, food safety, environmental damage or other irregularities in connection with employees, contractors or temporary employees - and take such action as may be appropriate.
* Manage all aspects of health and safety, environmental and quality assurance. Role model safe behaviours and fittingly escalate unsafe behaviour, near misses and accidents/incidents in a timely manner.
* Prepare range of SHEF related reports for distribution on a timely basis to recipients and for presentation in meetings.
* Liaison with Colchester Garrison SHEF safety advisor and all other HS&E site and consortium representatives.
* Represent Sodexo at all MOD SHEF meetings.
* Maintain familiarity with MBEC and ensure aspects are appropriately included in environmental plans
* Maintain and record daily formal and informal communications with client and customers
* Support and delivery of training to the Sodexo team in all matters relating to SHEF to include support and advice to managers, supervisors, team leads and health and safety representatives on all SHEF topics and concerns.
* Assist managers in the assessment of competence for training delivered to their teams and expected outputs - to align with job roles.
* Manage audits and inspections appropriately from: the advance preparation; throughout the process; reporting, and follow up remedial actions to assure full validation.
* Collate findings from internal and external audits to identify trends in adherence to SHEF and DQMS expectations and positively influence a culture of continuous improvement.
* Provide first line support to the QHSE manager as required in all matters relating to quality assurance to meet contractual standards and all quality management system requirements and procedures.
* Submit monthly statistics to QHSE Manager, Contracts Director and any other business area as instructed.
* In conjunction with the QHSE manager produce documentation, management plans and standard operating procedures to reflect the integrated quality management system requirements.
* In support of the QHSE manager maintain and provide timely review of SHEF management plans and operating procedures in keeping with changes in company policy and legislation. Ensure the management plans are current and available on the information management system.
* Support the QHSE manager in the review and updates for environmental legislative requirements, identifying all those relating to energy, and ensure these are captured appropriately in the Aspects and Impacts Register, MBEC Legal Register and are reflected within the internal audit programme.
* Provide relevant and accurate technical support and advice to line managers on business continuity.
* Provide support for the evaluation of risks and range of considerations needed for effective contingency planning.
* Monitor adherence of all quality and SHEF practices to ensure compliance with Sodexo policies and procedures.
* Provide internal auditor support for integrated management systems:- ISO9001,14001, 50001, OHSAS 18001 and BS11000
* Provide relevant and accurate technical support and advice to line managers to proactively discharge their responsibilities consistently and in accordance with the management system, business objectives, legislative requirements and the needs of the contracts.
* Member of the PFI project SHEF management team
* Carry out other reasonable tasks and/or instructions as directed by management
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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. |
| * Lead, develop, manage and encourage colleagues within the H&S Committee and across the business in all aspects of Sodexo’s safety culture.
* Conduct regular tours, inspections and spot checks to ensure that line managers are taking appropriate action to control potentially hazardous situations or unsafe conditions and are maintaining effective safe systems of work, risk, and manual handling and COSHH assessments.
* Continual development and improvement for SHEF, resulting in improved services and reduced cost
* Developing and managing local client and customer relationships and maintaining strong business relationships
* Maintain visibility and open approach for all Sodexo employees.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Proven recent experience in health,safety and risk environment with audit skills
* A practical approach to health and safety and experience operating within a Hard (Technical Services) and soft FM environment
* NEBOSH National General Certificate in Occupational Health and Safety or NVQ level 4
* NEBOSH National Diploma in Occupational Health and Safety (desirable)
* CIEH Intermediate certificate in Food Safety or level 3 equivalent
* CIEH Advance certificate highly desirable
* Detailed knowledge of current health and safety legislation and regulations
* Ability to establish and maintain good working relationships at all levels/rank
* Engaging manner with effective coaching and influencing skills
* Good level of IT skills including experience with MS Office, including word, excel, powerpoint and outlook
* Ability to demonstrate effective verbal and written communication
* Ability to prioritise work with good organisational skills, able to work to tight deadlines, both prescribed and self-imposed
* Able to use own initiative and be resourceful
* Familiarity with the application and expectations of an integrated management system.
* 9001 Lead auditor and / or14001 environmental auditor or experience in, 18001 auditor or experience in
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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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| * Employee Engagement
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| * Learning & Development
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