

Job Description:
QSE Coordinator

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| Function: | QSE  |
| Job:  | QSE Coordinator  |
| Position:  | **QSE Coordinator**  |
| Job holder: | none  |
| Date (in job since): | n/a |
| Immediate manager (N+1 Job title and name): | QSE Manager  |
| Additional reporting line to: | n/a |
| Position location: | Leeds |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| The role will have particular focus on Health and Safety management of the DWP contract * The QSE coordinator will provide support to the QSE manager in maintaining and developing systems which ensure that risks are being managed in accordance with legal, statutory and contractual requirements
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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. |
|  | * Management of DSE risk assessment database
* Management of accident reporting database
* Management of 1st Aid and Fire & Bomb Marshalls training programme
* Monitoring of action plans following risk assessments undertaken by FM Providers
* Desk top audit of selected work orders and compliance documentation
* Support in production of monthly QSE reports
* Supporting Compliance Team to meet their contractual KPIs
* Supporting Compliance Team in Audit action plan
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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. |
| * Develop and improve compliance management systems
* Ensure internal and external customers are aware of compliance gaps
* Ensure suppliers fulfil the duties of their contract and report accordingly to the Category and Supply management team
* Work within scope of their contract and report accordingly
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Maintain risk assessment databases (DSE, 1st Aid assessment of needs) and completion of actions
* Monitor completion of risk assessments by FM providers (suppliers)
* Maintain database of 1st Aiders and Fire Marshalls, monitor completion of training
* Maintain accident reporting database and provide supporting evidence for investigations and claims
* Undertake desk top audits as per contract requirements
* Ensure that all information generation is efficient and used effectively
* Ensure all compliance aspects can be demonstrated in KPI/Report styles for ease of understanding and actions
* Support QSE Manager and Field Team of QSE Auditors
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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. |
| * Ensure that risk assessments are completed and risk maintained at an acceptable level
* Ensure that Client buildings have sufficient number of competent 1st Aiders and Fire Marshalls
* Identify risks in the supply chain, report and mitigate via formal risk management process.
* Produce timely and comprehensive compliance reports
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Demonstrable working knowledge of QSE working practices
* Sufficient and relevant experience within a similar sector
* Experience of Quality and Safety Management System approach
* Ability to carry out data analysis with sharp attention to detail
* Educated to HNC/HND standard ( minimum NEBOSH General Certificate in Health and Safety)
* IT Skills – Good working knowledge of MS Office, including:

Word – create and edit documents and reportsExcel – able to use intermediate data analysis toolsPowerPoint – intermediate level  |

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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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| **Competency** | **Key Areas** |
| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Focusing on client and customer
* Strategy and implementation
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| * Rigorous management of results
 | * Business and financial acumen
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| * Innovation and Change
 | * Intellectual agility and eagerness to learn
* Personal and influencing skills
* Driving for change
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| 9. Management Approval – To be completed by document owner |
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| Version | 1.0 | Date | 25th May 2017 |
| Document Owner | Joanna Powaga |

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