

Job Description:
Regional HSEQ Reporting & Analytics Manager

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| Function: | HSE |
| Position:  | Regional HSEQ Reporting & Analytics Manager |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | HSE Director  |
| Additional reporting line to: | NA |
| Position location: | Salford / flexible ( or no fixed place of work - UK & Ireland Region) |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Prepare (and develop as required) validated HSEQ reports for UK & I Region, UK&I Segments, Group and external audiences utilizing (and or developing) appropriate IS&T applications.
* Develop trending and analytics with professional interpretation to inform strategies that will enable HSEQ performance improvement
* Drill beneath top line data using analytical techniques to determine underlying and root causes, drawing on role holders own knowledge and experience, but also that of the wider business (e.g. Audit Team, Management System’s Team, Platform SMEs, Operational Management).
* Support the development of targets for improvement based on historical trends and business operational characteristics (e.g. for accident rates, audit performance, etc...)
* Preparation of reports and presentations included high-level executive summaries and position statements.
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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 FY15/16 | €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  | * Circa 3 reports (o current)
* Engagement required with SO Functional Directors; Segment Functional and Operational Directors; SME Managers and Functional Leads, Segment HSEQ Leads
* Underpinning technical competency in data and analytics and a HSEQ discipline
* Ability to work to deadlines and within defined reporting parameters and manage reactive requests in a controlled manner.
* Ability to summarize complex information and large volumes of data in to simple summarizes, trends and themes that drive and promote action
* Service delivery and support focus
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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. |
| *Please Note regional rdefinitions are indicative at this stage*UK&I HSE DirectorRegional HSEQ Reporting & Analytics Manager |

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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. |
| * This is a management role required to deal with a multitude of systems and applications.
* Large volumes of data in a constantly changing environment
* Working with Regional and Group definitions set by regulation or Group.
* Strict cut-off deadlines.
* Preparing reports both for different audiences and adjusting accordingly levels of detail and context appropriately.
* Maintaining data accuracy and validity in a fast passed, and often reactive environment to meet the needs of Group, Regional Leadership, Clients and HSEQ professionals.
* Balancing data reporting with analytical insight on causation.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Preparation of accurate and timely reporting, that is relevant to the business. Reporting is required for Group, Segment Leadership, Segment Technical Heads, Functional Areas (HR, Finance and Service Operations) and Client Groups – Reporting is required on monthly, quarterly and annual frequency basis – deadlines are set by Group and Risk Committee and Regional Leadership Committee
* Preparation of analytical reports to support cause (underlying and root) analysis.
* Prepare reports that are specifically focussed on the supply chain assurance schemes in place and our policies in this aspect of Sodexo’s service delivery. This will be aligned with the requirements of our policy and systems in this area.
* Deliver insight into emerging trends and communicating this with the HSEQ communities to inform and support prioritisation of activities (e.g. focus of the audit, target setting, engagement activities).
* Own and drive continual improvement in the HSEQ IS&T application landscape to drive ease and efficiency through the HSEQ function. This must be in line with Group strategy (IS&T and HSEQ) and be focussed on adding value to operational teams by helping them manage HSEQ compliance more easily and effectively.
* Assist the segments in achieving quality assurance and contract performance targets
* To monitor compliance across Sodexo Uk and Ireland Region and to establish trend analysis
* Establish and maintain a clear way of working “manual” for reporting, include process mapping to ensure continuity of reporting operations.
* Lead and establish advocacy and clarity around the reporting arrangements, (including limitations) to drive principles of “single version of the truth”, consistency and standardisation through the Region.
* Establish a user group network focussing on reporting and analytics, leveraging where possible on existing forums (e.g. HSOC).
* Support the External Accreditation and maintain certification to appropriate Industry and International standards
* Lead and co-ordinate the HSEQ administration team to undertake manage to support the wider HSEQ function focussing on employee engagement.
* Support and drive a zero harm culture including positively impact on driving down LTIR
* Any other activities as required by the Service Operations Exec Leadership team.
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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. |
| * Deliver the mandated HSEQ data reporting output requirements each month for Group and the UK & Ireland Regional Leadership Committee and each Quarter for the UK & Ireland Risk Management Committee.
* Own and drive forward, through a documented improvement plan, HSEQ IS&T applications, including the responsibility for the associated licence costs, maintenance, upgrading, business continuity and deployment across the region.
* Manage and drive engagement through the HSEQ Administration 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, ideally with a relevant HSEQ qualification with aptitude for data processing, statistics, and data analysis and interpretation.
* Experience of working within or with a HSEQ team at a management level such that they can influence senior managers and peers. Proven experience of ability to advise, negotiate and influence at all levels.
* Management experience and a track record of delivering performance/service improvement to meet business targets
* Experience of central support and service provision environment
* Ability to manage and understand risk profiling in the interpretation of data and in the context of our service delivery and market landscape.
* Analytical thinking and decision making skills; able to analyse complex sets of data by looking at multiple causes and effects and efficiently and effectively summarising the outcomes to drive corrective actions.
* Relationship Management; proven ability to create networks and build influence and advocacy across different businesses and stakeholder groups.
* People management skills; influencing skills; facilitates teamwork, creating advocacy and rapport; has political awareness and the ability to think clearly and present clear cases.
* Effective communication, written and verbal presentation skills.
* Fully mobile to travel across the UK and Ireland Region (UK Driving licence required)
* Any other activities as required by the Service Operations Exec Leadership team.
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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
 | * HSE & Quality Management Systems / ISO Standards
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| * Employee Engagement
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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 | 2.0 | Date | 08/02/2016 |
| Document Owner | UK&I HSE Director |

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