Job Description: QSHE Lead, UK

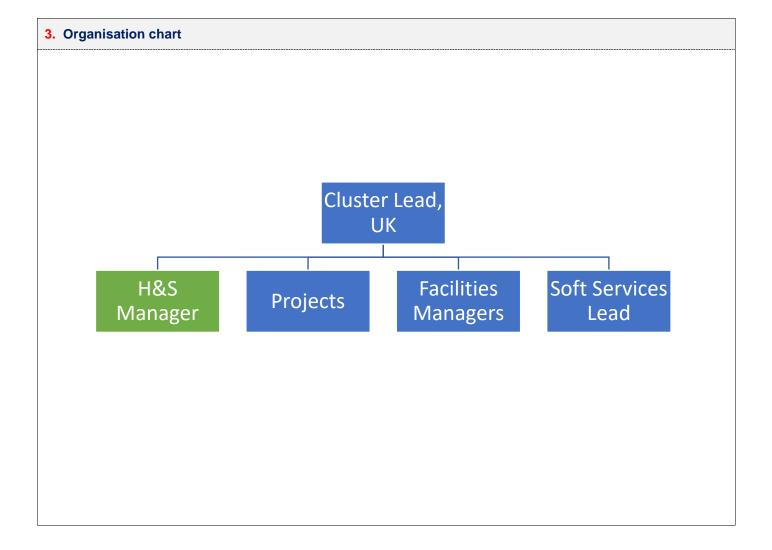


Function:	Corporate Services	
Job:	Health & Safety Manager	
Position:	Health & Safety Manager	
Job holder:	Lynda Fry	
Date (in job since):		
Immediate manager (N+1 Job title and name):	Lee Jakeman, Workplace Lead, UK	
Additional reporting line to:	Health & Safety Risk Lead, MS UK&I	
Position location:	Microsoft UK Locations	

1. Purpose of the Job

Manage the delivery of all Environmental, Health & Safety matters in relation to Sodexo across the Clients UK portfolio and oversee the management of the UK based Microsoft H&S resource Is responsible for developing the H&S strategy for the account in the UK.

	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
Revenue	EBIT margin:	tbc						
FY19: €tbc	Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
	Cash conversion:	tbc						



4. Context and main issues

- + Acting as a site ambassador Sodexo *& Global Workplace Services Teams the role is to take a proactive approach ensuring all UK sites are compliant with Health, Safety & Environmental legislation.
- + Identify ways of improving Health, safety & Environmental awareness.
- + Compliant delivery and performance of contracted services as measured through performance management systems and monthly management information reports.
- + Health & Safety risks managed in controlled and structured manner.
- + Continuous improvements are made to enhance the delivery of Health & Safety
- + Clients perceive and demonstrate satisfaction with services delivered contract performance and Sodexo employees.
- + Recognised leader within the business and account team
- + Creation of internal networks and forums for sharing best practice at technical & business levels
- High Performing team
- Support operational audits to ensure they are passed by the unit e.g. Safeguard and Unit business health checks

5. Main assignments

Management of results

- + Manage & delivery of all environmental, health & safety matters across the Microsoft UK portfolio.
- Continuously monitoring, reviewing, and reporting compliance with all statutory legislation and contractual obligations regarding to planned and reactive maintenance for the Client contract estate.
- + To provide support and guidance to the site operational teams to ensure compliance with the contract requirements of statutory legislation and critical measures.
- + To manage the programme of "competent persons" inspections through the client estate.
- To provide an efficient, effective, and professional statutory compliance management service to the customer.
- + Supports the mobilisation and demobilisation of all UK sites
- Manages a schedule of internal and external audits providing preparation support to the team, helping to facilitate audits, evidence gathering and remedial support

Leadership and People Management

- Recruit, induct, motivate, manage, train and develop all employees following Sodexo HR policy and guidelines
- Role model the focus on five behaviours to improve engagement, enhance performance and retain Investors in People accreditation
- Build personal effectiveness in all situations
- + Carry out operational shifts and support other areas of the business as required

Planning and Organising

+ Plan and prioritise workload and tasks effectively for self and others to minimise reactivity, maintain a work life balance and ensure the right number and calibre of personnel are allocated tasks

Innovation & Change

- + Continuous professional development in industry/specialism
- + Continuously seek ways to enhance quality through innovation and cost efficiency by monitoring performance against existing standards

Brand Notoriety

- + Promote Sodexo as the preferred employer, internally and externally, adhering to the Sodexo recruitment policies and raise the profile of Sodexo in local communities, building relationships with key stakeholders
- + Promote the health and well-being of employees
- + Live the Sodexo values and promote brand standards as an ambassador.
- Drive all aspects of service excellence across the business area including brand integrity, quality, compliance, Sodexo's corporate social responsibility and service standards.

6. Accountabilities

- Creates the Sodexo Microsoft account H&S strategy for the Sodexo teams within the UK including but not limited to, IMS, H&S comms, Tool Box talks, Safety moments
- + Responsible for developing H&S reporting in country providing insight and recommendations
- + Is the key conduit between the Central H&S teams and the account team to ensure that any regulatory or internal processes/policies/procedures are implemented
- Maintains a strong relationship with the GSA H&S/ Central Account Team to ensure that any changes from a GSA perspective are implemented.
- Provides support and guidance to the effective management of incidents and accidents within the team
- Provides direct training & support to onsite teams to ensure the effective implementation of the H&S strategy.
- + Maintain strong relationships with the key stakeholders and Facility Managers within the buildings.
- Management and continuous improvement of the Integrated Management System (IMS).
- + Provides support to the Microsoft H&S team with key activities such as external audits.
- Oversees the maintenance of statutory compliance within the UK ensuring that the site teams are regularly updating.
- + Ensuring the Site Facility Managers are aware of their Health, Safety & Environmental obligations.

7. Person Specification

- + NEBOSH Certificate.
- + Extensive knowledge of Facilities Delivery, related to legislation and practice.
- + Familiarity of SSoW and permit management
- + Accuracy in review of documentation and process as part of auditing requirement.
- + Willingness to work with the site teams at all levels including time spent on the "shop floor"
- Proficient with Microsoft applications
- Excellent communications both written & verbal
- + Experienced in using Microsoft Office
- + People management experience
- + Excellent communication skills
- Manage multiple workloads and shifting priorities
- Positive approach to learning in role and identifying own training needs as appropriate
- + Self-motivated and able to work on own initiative within a team environment
- Experience of delivering training

8. Competencies

Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Commercial Awareness	
■ Employee Engagement	

9. Management Approval – To be completed by document owner

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Document Owner	Lee Jakeman		