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|  ROLE PROFILE |
| Job title | HSE Manager | Date |  |
| Business | Samworth Brothers Meals |
| Department | H&S |
| Location | Kettleby Foods |
| ROLE SUMMARY  |
| * Provide directional support to the business in the planning, measuring, reviewing and auditing of health, safety & environmental activities to meet legal requirements
* Set minimum health & safety standards and advise management of good practice within the industry
* Establish and implement robust, effective safety and environmental management systems in line with legal, Group and customer requirements
* Ensure customer, permit and regulator requirements are implemented for HSE
* Provide technical and other advice and assistance to the management team to help them achieve their responsibilities
* Keep up to date with new legislation, company and other information and brief the management team accordingly
* Ensure lines of communication are established with the emergency services and the enforcement agencies
* Compile performance information and trends, communicate this and use to determine site priorities
* Contribute to the continuous improvement in business performance as a member of the management team
* Ensure all HSE business plans are up-to-date, tracked and actions are both generated and completed
* Provide direction and support on HSE to the wider management team.
* Deliver activities on time and within budget
* Communicate and consult effectively with internal, Samworth Brothers & external bodies
* Ensure compliance with ISO14001:2015 through both internal and external auditing.
* Responsible for Site Security at the Kettleby facility.
* Maintain companies Environmental Policy and EMS manual.
* Carry out HSE Management review meetings as required.
* Maintain Environmental Legal Register.
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| REPORTING STRUCTURE |
| Reports to | Head of Operations, Divisional Head of Safety ,Health and Environment |
| Direct & indirect reports |  |
| Key internal stakeholders |  |
| Key external stakeholders | providers / suppliers |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Budget – ensure HSE spend remains within set budget. Track and ensure no overspend, support delivery of budgeted sales, profit and cash flow for wider business
* Robust HSE Policies, Procedures and Management Systems
* HSE development/ training needs analysis and evidence of its implementation
* Evidence of implementation and cascade of updates e.g. best practices, hazard alerts, shared learnings etc.
* Good relationships with relevant bodies internally, within Samworth Brothers and externally e.g. HSE, EA/SEPA/NRW, emergency services, customers, insurers and brokers
* Evidence of active monitoring including support of the SMT in these activities
* Implementation and documentation of site H&S risks
* HSE performance information & trends fed into site plan and priorities, and group reports
* Evidence of team support & advice, PDR’s delivered and reviewed
* Evidence of budget control
* Permit compliance performance

Customer requirements met |
| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * NEBOSH Diploma. Chartered membership of the Institute of Occupational Safety & Health (CMIOSH) preferred.
* IEMA Preferred
* Sound background in and experience of Health Safety & Environmental requirements, preferably within food manufacturing environment.
* Must be ‘technically’ strong, knowledgeable and able to provide accurate, detailed guidance.
* Must be proactive, solutions driven and able to clearly demonstrate a track record of achievement in a rapidly changing environment.
* Experience of carrying out HS&E audits.
* Candidates must be team players, receptive to the objectives of the business and possess the vision and passion to shape the H&S agenda and make a real difference.
* Will be robust, assertive and able to withstand pressure and remain firm and decisive.
* Must possess the personal stature, intellect and self-confidence to operate at the most senior levels of the business, work across business disciplines and represent the company with external bodies.
* The ideal candidate will provide direction ensuring productive relationships and have the following traits:
* Action orientated
* Excellent team engagement
* Driven & Decisive
* Adaptable
* Organised
* Strong interpersonal skills
* Effective interpretation and translation of information
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.* |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* |
| Initiative & taking ownership | *Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.* |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* |
| Resource Management | *Effectively manages resources and cost drivers to achieve sustainable productivity and profitability.* |
| Technical Expertise | *Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.* |
| Self-Management | *Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that own time, priorities and resources can be managed to achieve goals.* |