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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. | | | |
| 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 | | | |
| 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.* | | |