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| **Job Title:** | **SHEQ Manager** | **Reports To:** | | **Director of Plant Operations with dotted line to EMEA SHEQ MANAGER** |
| **Operating Country:** | **UK** | | | |
| **Job Purpose:**  To manage the sites day-to-day and long-term HS&E, Quality and Food Safety systems, standards and internal audit progammes and budgets. To support the site in managing complaints, accidents, issue and incident prevention and investigations and in delivering compliance to all legal, Oatly and other relevant standards.  The role is the most senior SHEQ focussed role on the site and will be accountable for all activities on a 24-hour, 7 day a week basis covering both production and packing. There will be significant collaboration with other Senior Managers across Oatly.  **Principal accountability areas**  To ensure a continuously high standard of Safety, Health, Environment and Quality standards and that all legislative requirements and the Oatly standards are met  To lead the SHEQ Department and provide expert advice to the Leadership Team and their teams on legislative and Corporate compliance, advising on ways of meeting statutory requirements and Corporate HS&E Policies, HSE guidance and codes of practice  To lead the planning, implementation, maintenance and development of the Management System for safety, health, environment, food safety and quality  To set priorities that prevent accidents and reduce employer liability claims  To facilitate the delivery of local strategic SHEQ objectives and the continued development of an on-going strategy which is aligned with Regional and Global requirements  The role holder must have the ability to travel to other manufacturing sites globally | | | | |
| **Structure:** | | | | |
| **Dimensions:**   * Key part of the Leadership Team * **Responsibility for all** SHEQ activities on a 24/7 operational manufacturing site * Co-ordination of SHEQ **audits** and activities to ensure continued process improvements * Focus of activities is **short to medium term** – 1 – 3 years * **Three direct reports and c15 indirect reports. c220 employees on site** | | | | |
| **Skills, Experience & Qualifications**  ***Essential***   * Degree or equivalent qualification * Experience of leading a team and of working within a cross-functional team * Experience of working in a Food Safety/Quality/Health & Safety or Environmental specialist role * Significant exposure of implementing and leading within a Company having a continuous improvement-based culture * Experience of working within a Food environment * Formal auditing qualification * Experience of implementing and working with Quality, Food Safety and Health and Safety Management Systems * Knowledge of CIP systems, COP and Facility Sanitation Standards * Experience of evaluating and implementing quality systems and specifications * Can evidence an in-depth understanding of both HACCP (minimum Level 4) and the BRC Standard * Good working knowledge of Health, Safety and Environmental policies and procedures * Experience of working with ISO 45001 and ISO 14001 * Experience of engaging and managing teams of people – can coach people to be at their best and to find their own solutions and creates a safe and inclusive environment. Facilitates collaboration that supports alignment, creativity and results * Experience using the Microsoft Office Suite * Strong process orientation, a logical thinker with analytical ability. Able to demonstrate a sound understanding of operational processes and controls and be able to see the big picture * Can demonstrate and ability to communicate with clarity, purpose and authenticity * Can evidence setting clear direction and striving to have the great possible impact * Is self-aware and growth-oriented, understands their own strengths and limitations * Values promoting continuous learning through experimentation and feedback * Collaborates across the organisation and builds and harness their network * Takes decisions and acts with a combination of confidence and humility * Structured and can demonstrate a willingness to measure results in quantitative as well as qualitative terms * Comfortable with ambiguity and is energized by the process of building something lasting from the ground up   ***Desirable***   * Degree or equivalent qualification in a Food Related subject – e.g. Food Science, Food Microbiology, Food Chemistry, Biology or related field * Experience of working within in a large blue-chip organisation * Can evidence an in-depth understanding of both HACCP (minimum Level 4) and the BRC Standard * Experience of working with ISO 45001 and ISO 14001 * Experience in Aseptic Processing & Filling/Packaging * Understanding of the British Retail Consortium Global Standards * Experience in BRC/ISO 22000 and other Regulatory Audits * TECH SP Membership of IOSH * NEBOSH Certificate & NEBOSH Diploma Part 1 in Occupational Health & safety or equivalent * Formal Auditing qualification * Environmental qualification (e.g. NEBOSH/IEMA Diploma/Certificate in Environmental Management) * Membership of IOSH or greater * Member of IEMA * Knowledge of British Safety Council 5 Star audit standard * Has experience of controlling spend on behalf of the company within prescribed limits * Experience of setting up a new manufacturing facility | | | | |
| **Key Accountabilities**:  **SHEQ Management and Leadership**   * Provide inspiring leadership to the UK SHEQ team through competency development, employee engagement and a focus on the Oatly Values and Guiding Principles * Lead by example, encouraging appropriate behavioural standards in support of the company’s values and guiding principles * Appraise and regularly review direct reports to ensure individual and company objectives are achieved. * Promote a healthy, safe, environmentally responsible and quality led culture * Maintain a high level of knowledge and expertise in all areas of Health & Safety, Environment, Food Safety & Quality, Hygiene and Pest Control in order to provide the site with appropriate advice and support. * Report on site’s SHEQ performance and complete trend analysis and corrective action plans. * Prepare robust SHEQ plans and justifications for improvement projects and work closely with the team to lead initiatives from concept to completion. * Assist the Leadership Team and the Operational Teams in the UK to set SMART health, safety, environmental and quality objectives for their teams. * Identify and implement best practice based on benchmarking activities and assist with the sharing of best practice within the Company where relevant * Drive a culture of continuous improvement in all areas of the manufacturing operation - challenge and drive health, safety, environmental and quality standards. * Sponsor multi-disciplined business improvement teams to deliver continuously improved SHEQ performance * Ensure full and effective SHEQ communication throughout the site, at all levels. * Develop and undertake external and internal audits ensuring continual improvement in all areas of SHEQ responsibility across the Site * Audit, monitor and review the implementation of Health and Safety policies, working practices, safety procedures, Quality and Food Safety standards for all operations as requested by the regional SHEQ team. * Responsible for the investigation and review of significant accidents, incidents, complaints and pollution events and the identification of solutions to prevent recurrence. Drives close out of issues and non-conformances. * Maintain proactive relationships on and off site with representatives of outside organisations including certification bodies the enforcing authorities to promote confidence in the team and business. * Escalate high Risk SHEQ non-compliance issues as appropriate to the Director of Plant Operations and Global HSE Manager – Global SHEQ Group Head of Health & Safety with recommendations and engage in joint decision-making processes as required. * Contribute to the wider Oatly SHEQ Team and engage on a Regional and Global level. * Approve SOPs relating to Safety, Quality, and Environment where required.   **Quality Management**   * Ensure a robust Quality Management System is in place and monitor its performance * Ensure the food safety, integrity, legality and quality of all product is maintained and that current food safety legislation is adhered to * Introduce systems that allow leaders and managers to focus on the core aims set out in strategy document and enable the easy identification of the real safety and quality issues affecting the site. * Ensure the production and hygiene teams are involved in technical/quality reviews and promote the ownership of product quality. * Be part of the emergency response group in case of any serious deviation regarding quality. * Ensure Departmental representation in the Operations Protection Committee   **Health Safety & Environment Management**   * Ensure that a programme of carrying out and regularly reviewing risk assessments is implemented and maintained. Be actively involved in the management and reduction of risk within the business. * Ensure that data is effectively collected and that this is turned into data which can be used to identify the root cause * Coordinate and deliver the GAP analysis corrective action implementation process against all key SHEQ business audit standards i.e. British Safety Council and Insurance audit standards. | | | **Budget Preparation and Control**   * Manage, control and monitor the SHEQ budget  Additional Duties   * Have direct involvement in Regional or Global projects as appropriate. * Responsible for making instantaneous decisions on SHEQ issues which could affect production and / or ongoing operations where there is a risk of serious or imminent danger or reputational risk. * Provides guidance on and advises on appropriate training strategy as required.   **Other**  **Output Measures/KPI’s:**   * Audit /inspection results * Accreditations achieved and maintained | |
| **Guiding Principles**  **Get in the Game**   * You ensure clear purpose, direction and objectives for your team * You anticipate roadblocks and help remove them for your team members * You know your stakeholders and their expectations on you and your team * You handle the urgent stuff without losing focus on the work that will have the most impact * You support people to get up to speed and thrive as rapidly as possible * You foster ownership and leadership in those you lead by giving context, trust and guidance   **Feel at Home**   * You role model authenticity, being open with vulnerabilities, flaws and struggles * You encourage and validate team members to express themselves fully * You are approachable and listen empathically when team members need support * You foster a culture of appreciation and celebration of each other and the work * You guard and stand up for the team’s shared agreements and norms   **Listen for Clues**   * You practice genuine active listening * You use a coaching approach to support team members to find their own solutions to challenges * You foster a culture of asking for and offering feedback – and support this with guidance and structure * You encourage and role model fierce curiosity – about people, problems, possibilities, etc.   **Be Fearless**   * You show and share your own fears and make it normal for others to do the same * You dare to take decisions and actions even when outside your comfort zone * You support team members to dare to take bold, purposeful, creative decisions/actions * You dare to examine and deal with your own resistances and fears   **Embrace the Unknown**   * You facilitate yourself to embody calm, focus and steadiness, even in chaotic circumstances * You normalize, invite and talk about the discomfort that comes with uncertainty and rapid change * You empower your team members to take action and make decisions, even in uncertainty. * You dare to experiment and prototype – trying out bold new things in order to learn and iterate rapidly   **Respect Time**   * You create clarity of intention and desired outcomes when planning meetings – and encourage others to do so * You design and facilitate purposeful meeting formats that make the most of the time * You empower team members to make purposeful choices about how to use their time and role model this   **Use Your Judgement**   * You approach problems with curiosity, empathy and a drive to understand * You ground your decisions and actions in principles and value and best interests of the whole * You take decisions with confidence AND with humility and readiness to be proven wrong * You have a strong (and continuously developing) awareness of your own blind spots, and biases * You draw on your network (within and beyond Oatly) to actively seek insights, perspectives and feedback   **Welcome Failure**   * You role model expressing uncertainty, taking risks and speaking openly about failure * You support and guide team members to share learnings that come from challenges and failures * You lead processes like retrospectives / reflection meetings that support your team to extract actionable insights | | | | |