

Job Description

Role	
Job Title:	HSE Coordinator
Division:	AB Neo- Denmark
Department:	Quality
Location:	Videbaek, Denmark
Role Type: Permanent, FTC etc	Permanent
Team Structure: Reports to, Direct & Indirect Reports	Functionally reports to: HSE Lead Organizational report: Quality Manager

Description	
Impact Statement: The contribution of the role to achieving the overall business objective. Span of impact. Main purpose, focus of the role.	<p>Leadership and Coordination of HSE Operations at Site level.</p> <p>Overall accountability for delivering HSE tasks, to ensure compliance of site, HSE Management System is implemented, staff is trained on HSE for role, group standards are applied and followed.</p> <p>Ensure site meets assurance, legislative requirements.</p> <p>To provide expertise, cooperate in projects and engage in timely delivery of AB Neo group strategy.</p>
Health, Safety and Environment Management	<ul style="list-style-type: none"> • Accountability for HSE functions completion • Accountability for HSE systems and its delivery • Ensure HSE standards are applied • Ensure safety culture is maintained • Work with other Neo sites in implementation and maintenance of HSE standards • Create synergy of standards interpretation and application between NEO sites • Work closely with HSE Lead to ensure areas for improvements in compliance with HSE Standards are identified and addressed, to ensure efficient and cost effective delivery of HSE standards across Neo sites
Key Responsibilities: The key objectives and accountabilities of the role. (5 to 10 areas)	<p>Site HSE (70% time)</p> <ul style="list-style-type: none"> • Organize, prepare, hold, and report for annual health and safety discussion • Organize, prepare, conduct, and record meetings of security groups • Operation and coordination of Working Environment Organisation (AMO- Arbejdsmiljøorganisation) • Coordination of safety walks • Coordination and preparation of risk assessments

	<ul style="list-style-type: none"> • Training and courses for Working Environment Organisation (AMO- Arbejdsmiljøorganisation) members and ERT Team. • Coordination in the selection of Working Environment Representative (AMR- Arbejdsmiljørepræsentant) • Planning and coordination of relevant safety training courses (e.g. dangerous goods) • Chemicals management • Ensure an effective Health, Safety and Environment training program is in place in conjunction with HR and Site management teams within region • Timely and effective management of accident investigation • Support induction process for site management teams; including emergency procedures, AIMS system overview and HSE management system as a minimum <p>AB Neo HSE (25%)</p> <ul style="list-style-type: none"> • Coordination of actions initiated by HSE Lead and/or EHS team in AB Agri • Effective support on the implementation of business unit Health & Safety and Environmental Policy arrangements and associated standards • Working with the HSE lead and site management team, develop site HSE improvement plans (HSE Roadmap/Masterplan) <p>Site Quality support (5% time)</p> <ul style="list-style-type: none"> • Support Quality Dpt. if needed by preparing COAs (Certificate of analysis) and conducting internal quality audits.
KPI's	<ul style="list-style-type: none"> • Meeting site HSE targets • Full site assurance • Target Zero KPIs achieved and maintained • Delivery of training and competency testing • Delivery of Safety culture across the site • Delivery of HSE Roadmap across the site
Key Stakeholders What are the challenges of the relationships, communication strategies required etc	Site Operations Team Site Engineering Team Site Quality Team Site Management Team AB Neo HSE Team AB Agri HSE Team Enforcement Bodies
Scope Depth, Breadth of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility	<p>Innovative and forward thinking, effective communicator at different levels. Attention to detail. Ability to critically think, risk assess and review options to identify the right solution.</p> <p>This role is responsible for the full range of Health, Safety and Environment activity and partially Continuous Improvement at AB Neo Denmark. The role ensures that the site is, and continues to be, fully compliant with Health & Safety and Environmental legislation and policies.</p>

Person Specification		Essential / Desirable
Knowledge: Consider number of years' experience, any formal qualifications genuinely necessary or any key areas of knowledge.	<ul style="list-style-type: none"> • OHS education (Arbejdsmiljø uddannelsen) • Strong business English and fluent Danish • Knowledge of Health, Safety and Environmental good practice and control expectations • IT literate. • Formal HSE Systems • HSE training delivery • Risk assessment development • HSE Regulatory knowledge • Demonstrable experience in the food or agricultural industry • Experience within a Continuous Improvement role • Project Management • Auditing 	E E E E E E E E D D D D
Key Behaviours: Consider which of our guiding principles are particularly relevant and also any role specific behaviours	<ul style="list-style-type: none"> • Excellent Interpersonal / communication skills • Attention to detail • Interest in manufacturing process and process improvement • People focussed • Methodical • Independent • Organisational and planning skills • Project management skills – for standards development and implementation around key risks • Strategic vision • Ability to build relationships • Ability to listen to and communicate effectively with key stakeholders at all levels • Work well in a team, supportive • Strong analytical skills 	E E E E E E E E E E E E E
Other factors: Travel, Shift Working, HGV Licence etc	<ul style="list-style-type: none"> • Driving licence • Some travel may be involved 	E E
Date Agreed:		
Authorised by:		