

Environmental Advisor

Generic title	Manager – 2
General Description	<p>A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.</p> <p>They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team.</p> <p>In operations they will manage small or medium projects and site. They supervise larger teams of trades or co-ordinate significant functions on a larger project.</p> <p>In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.</p>

Competencies

Achieving Results	Sets clear and appropriate goals that consider the bigger picture Drives well to achieve consistent results Deliver a quality performance consistently
Analytical thinking and decision making	Rational and systematic analysis of situation to enable decisions on more varied issues Questioning the evidence to evaluate issues
Communication	Communicates positively with clarity and understanding Presents information in a structured way Demonstrates confidence when communicating in own subject
Dealing with change	Positive attitude to change when presented Contributes to change in own area of work
Teamwork	Contribute to the overall team objectives Understand how to be part of a team Regularly cooperate with team members
Leadership	Ability to take control of situations with one's sphere of influence Assume responsibility – organising and guiding where necessary
Managing resources	Create a plan for a familiar project or process Interpret a plan and decide what resources are required Bring resources together and ensure they are efficiently deployed Able to call upon and manage diverse skills and methods to deliver results
Negotiation	Understand the others point of view Make an objective and structure case with pros and cons Understand the need to give and take Understand and defend a position
People Development	Can respond well within tested frameworks of development to identify own needs Use personal experience to build own skills

Role definition

Summary of role	<p>Provide subject matter expertise based on knowledge and experience to give direction, ensuring the continuous improvement of environmental performance in line with relevant standards, client expectations and the Integrated Management System (IMS).</p> <p>Functional Line Manager will be Senior Environmental Advisor / Environmental Manager</p>
Responsibilities and accountabilities	<p>Deliver environmental advice and guidance at all levels to minimise risk to the company</p> <p>Assist with the development and implementation of the environmental elements of the integrated management system (IMS) including the production of documents to maintain our ISO14001 certification</p> <p>Support the development of the environment strategy and management action plans for improvement within the business unit in line with corporate requirements</p> <p>Lead and undertake inspections, audits and investigations where required, reporting on, and implementing lessons learned and improvements</p> <p>Assist the Environmental Manager in developing environmental elements of the integrated management system (IMS) including the production of documents to maintain ISO14001 certification</p> <p>Be part of team of advisors, and monitor and review performance in line with company processes to deliver current and future requirements</p> <p>Work in collaboration to contribute to business unit pre-contract and work-winning activities</p> <p>Review compliance with management systems and environmental management plans and legislation via internal audits and by supporting external audits</p> <p>Identify and promote best practice across the business unit and share lessons learnt</p> <p>Maintain current working knowledge of relevant legislation and industry practice and provide input to the corporate strategy and local and business unit action plans to ensure compliance</p> <p>Liaise with customer personnel on matters of environment and promote best practice solutions</p> <p>Lead the use of company performance measurement tools and ensure that relevant and required information is captured at project and business unit level</p> <p>Assist with training of staff, operatives and sub contractors to ensure project procedures and controls are being adopted to maintain legal compliance</p>
Qualifications, training and technical knowledge	<p>Educated to degree level or equivalent in a relevant subject matter</p> <p>Practitioner level member of IMEA (PIEMA), working towards chartered status</p> <p>Recognised internal auditing qualifications</p> <p>Thorough understanding of corporate strategy, values and objectives</p> <p>Thorough knowledge of ISO14001 Environmental Management System and its implementation</p> <p>Demonstrable experience of a similar role</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good management skills, with the ability to motivate self and colleagues to perform</p> <p>Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to contribute to project and operational performance</p> <p>Sound knowledge of construction practises and standards</p> <p>Specialist knowledge in chosen field</p>

