## Environmental Advisor

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| **Generic title** | Manager – 3 |
| **General Description** | A technical or functional role expected to deliver closely defined tasks within company procedures and industry standards. The person will receive clear guidance.In operations they will supervise teams of trades or provide engineering and construction functions. They will provide technical services (engineering, construction) on a site or project.In commercial they will work in a team of estimators, surveyors or designers. They may supervise small groups working on a specific task. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger pictureDrives well to achieve consistent resultsDeliver a quality performance consistently  |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues  |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees a potential of new ideas and situationsTakes a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-company collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan adapt to different types of teams in most situationsTake a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for familiar project or processInterpret a plan and decide what resources and requiredBring resources together and ensure they are efficiently deployed Able to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the other’s point of view Make an objective and structured case with pros and consUnderstand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can work well within tested frameworks of development to identify other’s needsUse personal experience to build skills in other peopleUse informal and formal performance reviews to target needs for development Understand and recognise people’s current career needsCoach and give feedbackBuild development plans with others  |

## Role definition

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| **Summary of role**  | Provide subject matter expertise, ensuring the continuous improvement to environmental performance, and contribute to pre-contract, work-winning and audit activities through the implementation of the business unit strategy. |
| **Responsibilities and accountabilities**  | Deliver environmental advice and guidance at all levels to minimise risk to the companyAssist with the development and implementation of the environmental elements of the integrated management system (IMS) including the production of documents to maintain our ISO14001 certificationSupport the development of the environment and sustainability strategy and management action plans for improvement within the business unit in line with corporate requirementsLead and undertake inspections, audits and investigations where required, reporting on, and implementing lessons learned and improvementsAssist the Head of Sustainability and Environment in developing environmental elements of the company management system (CMS) including the production of documents to maintain ISO14001 certificationSupport the team of advisors, and monitor and review performance in line with company processes to deliver current and future requirementsWork in collaboration to contribute to business unit pre-contract and work-winning activities Review compliance with management systems and environmental management plans and legislation via internal audits and by supporting external auditsIdentify and promote best practice across the business unit and share lessons learntMaintain 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 complianceLiaise with customer personnel on matters of environment and promote best practice solutionsConsistently deliver exceptional levels of service to customers Lead the use of company performance measurement tools and ensure that relevant and required information is captured at project and business unit level |
| **Qualifications, training and technical knowledge**  | Educated to degree level or equivalent in a relevant subject matterChartered Environmentalist (CEnv) / MIEMA working towards chartered statusRecognised internal auditing qualificationsThorough understanding of corporate strategy, values and objectivesThorough knowledge of ISO14001 Environmental Management System and its implementation |
| **Attributes and skills**  | Ability to work in a team environment contributing across a project, site or areaGood supervision skills, with the ability to motivate self and small teams to perform specific tasksGood planning and time management skillsAbility to contribute to meeting standards and specifications Ability to work well either alone or as part of a teamSound knowledge of construction practises and standards within their subject Specialist knowledge in chosen fieldGood writing, analytical and problem-solving skillsAbility to follow oral and written instructionsAbility to handle situations and problemsKnow when to ask for help and guidance  |