## 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 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** | Ability to choose most appropriate style of communication  Able to listen actively by which we mean hearing and interpreting what is said  Demonstrating sound questioning techniques |
| **Dealing with change** | Sees a potential of new ideas and situations  Takes a pragmatic approach to change  Considers impact of change on others as well as self  Ability to explain the effects to colleagues |
| **Teamwork** | Develop inter-company collaboration inside and outside company  Understand the role of a team and how it delivers the objectives  Can adapt to different types of teams in most situations  Take a cohesive and encouraging approach to team working |
| **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 familiar project or process  Interpret a plan and decide what resources and 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 other’s point of view  Make an objective and structured case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can work well within tested frameworks of development to identify other’s needs  Use personal experience to build skills in other people  Use informal and formal performance reviews to target needs for development  Understand and recognise people’s current career needs  Coach and give feedback  Build 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 company  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  Support the development of the environment and sustainability strategy and management action plans for improvement within the business unit in line with corporate requirements  Lead and undertake inspections, audits and investigations where required, reporting on, and implementing lessons learned and improvements  Assist the Head of Sustainability and Environment in developing environmental elements of the company management system (CMS) including the production of documents to maintain ISO14001 certification  Support the team of advisors, and monitor and review performance in line with company processes to deliver current and future requirements  Work 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 audits  Identify and promote best practice across the business unit and share lessons learnt  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  Liaise with customer personnel on matters of environment and promote best practice solutions  Consistently 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 matter  Chartered Environmentalist (CEnv) / MIEMA working towards chartered status  Recognised internal auditing qualifications  Thorough understanding of corporate strategy, values and objectives  Thorough 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 area  Good supervision skills, with the ability to motivate self and small teams to perform specific tasks  Good planning and time management skills  Ability to contribute to meeting standards and specifications  Ability to work well either alone or as part of a team  Sound knowledge of construction practises and standards within their subject  Specialist knowledge in chosen field  Good writing, analytical and problem-solving skills  Ability to follow oral and written instructions  Ability to handle situations and problems  Know when to ask for help and guidance |