## SHE Advisor

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| **Generic title** | Manager – 2 |
| **General Description** | 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.  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.  In operations they will manage small or medium projects and site. They supervise larger teams of trades of co-ordinate significant functions on a larger project.  In commercial they will manage costs and quantities on small projects or as part of a team on a larger project. |

## 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** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Sees 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 change to colleagues |
| **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

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| **Summary of role** | Provide subject matter expertise and direction ensuring the continuous improvement to safety, health and environmental (SHE) performance. |
| **Responsibilities and accountabilities** | Ensure compliance with SHE legislation, industry and Morgan Sindall standards  Provide advice and support management teams, employees and those working with us supporting our 100% Safe value and our Perfect Delivery philosophy  Carry out duties set out in the Morgan Sindall SHE policy and procedures  Report accurately and effectively on SHE matters  Support and advise all Morgan Sindall management, staff, and those working with us, in regards our action/improvement plans and measures for minimising risk  Carry out appropriate monitoring at work locations  Liaise with regulatory authorities and professional bodies  Ensure compliance with Morgan Sindall IMS management system and associated arrangements  Contribute to the development of the SHEQ strategy and management system including review and feedback on improvements  Understand the importance of communicating safety, health, environmental and quality issues with management teams and individuals and act accordingly  Compile and analyse local SHE statistical information and support the development of action and improvement plans  Monitor the SHE competencies of all staff and provide advice on any shortfalls  Communicate effectively and regularly with other SHE staff, directors and their teams regarding all SHE matters  Carry out SHE training in line with Morgan Sindall requirements and employee needs  Share learning and good practices both locally, regionally and across Morgan Sindall  Maintain personal professional development regarding SHE legislation, technology and industry best practices  Be supportive of a team-work approach to encourage cooperative working by being open and honest  Look for opportunities and give recognition where it is due  Constructively challenge and intervene where our ‘safe’ value is being compromised  Create and maintain good relationships with regulatory authorities and other stakeholders  Participate in the promotion of SHE programmes and schemes that may be developed on a local and regional level  Ensure training provided by external training organisations is competent and delivered effectively to meet our objectives |
| **Qualifications, training and technical knowledge** | Technical or Chartered member of the Institution of Occupational Safety and Health (CMIOSH) or general NEBOSH certificate  Qualified to NVQ Level 3 or equivalent as a minimum  Associate member of the Institute of Environmental Management and Assessment (desirable)  Expert knowledge of health, safety and environmental legislation  Experience in construction and civil engineering techniques in a complex and highly regulated major project environment  Construction and civil engineering industry experience and in particular CDM requirements in the role of principal contractor  Knowledge of risk management  Expert knowledge of occupational health and behavioural based safety |
| **Attributes and skills** | Ability to work in a team environment contributing across a project, site or area  Good management skills, with the ability to motivate self and colleagues to perform  Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to contribute to project and operational performance  Sound knowledge of construction practises and standards  Specialist knowledge in chosen field |