## Senior SHE Advisor

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| **Generic title** | Manager – 1 |
| **General Description** | A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.  They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team’s performance and its impact on their area or project.  In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office.  In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office. |

## 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 potential of new ideas and situations  Take 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-team 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 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 within tested frameworks of development to identify own needs  Uses personal experience to build own skills |

## Role definition

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| **Summary of role** | Provide expertise and direction ensuring the continuous improvement to safety, health, environment and quality (SHEQ) performance and promote a positive SHEQ culture. Be responsible for the monitoring of compliance to relevant legislation, company policies, processes and standards in order to minimise risk and to maximise efficiency in line with our philosophy of Perfect Delivery. Promote standards in line with 100% SAFE and our total commitment to sustainability. |
| **Responsibilities and accountabilities** | Set and maintain standards of safety , health, environment and quality (SHEQ) practice and deliver relevant awareness training to internal staff and contractors as appropriate in accordance with Morgan Sindall and customer requirements  Ensure SHEQ procedures are regularly developed to meet and exceed internal and external customer expectations and to legislation and Morgan Sindall standards  Promote individual awareness of the importance of SHEQ and to create an environment that generates automatically, a high focus on health and SQE awareness  Provide advice and support management teams, employees and those working with us supporting 100% SAFE and our total commitment to sustainability  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 SHEQ management system and associated arrangements  Contribute to the development of the SHE strategy and management system including review and feedback on improvements  Understand the importance of communicating safety with management teams and individuals and act accordingly  Compile and analyse local SHEQ statistical information and support the development of action and improvement plans  Monitor competencies of all staff and provide advice on any shortfalls  Communicate effectively and regularly with other SHEQ staff, directors and their teams regarding all SHEQ matters  Carry out safety training in line with Morgan Sindall requirements and employee needs  Share learning and good practices both locally, regionally and across Morgan Sindall  Maintain professional development regarding legislation, technology and industry best practices  Be supportive of a team-work approach to encourage cooperative working by being open and honest  Constructively challenge and intervene where our ‘safe’ value is being compromised  Create and maintain positive customer-focused relationships with regulatory authorities, internal and external customers and other stakeholders  Participate in the promotion of safety programmes and schemes that may be developed on a local and business unit level  Ensure training provided by external training organisations is competent and delivered effectively to meet our objectives |
| **Qualifications, training and technical knowledge** | NEBOSH certificate or appropriate Health and Safety qualification  AIEMA (Environment)  Specific knowledge of quality management systems  Lead Auditor  Experienced in the design and delivery of safety training programmes and CMOISH  Sound knowledge of health, safety and environmental legislation  Self-motivated, to constantly improve upon established safety standards  Knowledge of risk management  Knowledge of occupational health and behavioural based safety |
| **Attributes and skills** | Ability to work in a team environment contributing across a business unit or area  Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance  Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to deliver project and operational performance  Sound knowledge of construction practices and standards  Specialist knowledge in chosen field |