## Environmental 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.  |

## 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** | Communicates positively with clarity and understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject  |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives Understand how to be part of a teamRegularly cooperate with team members |
| **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 a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can respond well within tested frameworks of development to identify own needsUse personal experience to build own skills  |

## Role definition

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| **Summary of role**  | A technical or functional role expected to deliver closely defined tasks within bmJV environmental and other procedures and industry standards. The Environmental Advisor will support the Environmental Manager to ensure that the M27 SMP scheme complies with all environmental legislation, consents, objectives, targets and any other commitments arising throughout the construction of the scheme.The Environmental Advisor will support the Environmental Manager in providing environmental management advice, guidance, assistance and training to Project Staff |
| **Responsibilities and accountabilities**  | **Core:*** Support the delivery of environmental activities to bmJVs’, the Clients’ and the regulators’ requirements
* Ensure bmJV’s commitment to “work safe, home safe” values

**Environment & Sustainability:*** Assist with the development and implementation of the bmJV Construction Environmental Management Plan, (CEMP) its supporting documents, method statements, activity plans, risk assessments etc.
* Collate & report environmental KPIs, (including carbon, waste, water, energy consumption etc.)
* Assist and deliver environmental training where necessary to all personnel including (not limited to toolbox talks and site briefings)
* Assist with co-ordinating environmental personnel such as environmental champions and environmental specialists
* Assist with the co-ordination of subcontractors regarding environment risks and impacts in their work areas
* Help to ensure compliance with environmental legal and contractual requirements
* Assist with advising and instructing construction teams to deal rapidly and effectively with environmental incidents and complaints
* Report individual environmental incidents and complaints and assist with the root causes, corrective and preventative actions needed
* Assist with analysing environmental incidents and complaints to identify trends and strategic actions
* Assist with environmental monitoring as required by consents, including obtaining analysis and interpretation of monitoring results and actions
* Assist with undertaking environmental compliance evaluations, auditing and inspections of bmJV’s sites, suppliers and subcontractors against legal and contractual requirements
* Assist with the production of weekly monitoring and progress reports and attend, where required, progress meetings to ensure that the CEMP remains suitable, adequate and effective for noise and vibration management purposes
* Assist with environmental monitoring, including noise, dust and water quality
* Assist with the development of emergency and safety procedures and training in the use and disposal of spillage control equipment as required
* Assist with the application of relevant environmental licences, permits and consents
* Assist with the development and implementation of the bmJV ISO 14001 EMS
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| **Qualifications, training and technical knowledge**  | * Educated to degree level or equivalent in relevant subject matter
* Associate or Practitioner Member of IEMA
* Experience of internal auditing
* Knowledge of environmental management systems
* Knowledge of environmental and ecological issues and applicable legislation
* Knowledge of the civil engineering industry
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| **Attributes and skills**  | Ability to work in a team environment contributing across a project, site or areaGood management skills, with the ability to motivate self and colleagues to performGood planning and time management skills; able to manage activities simultaneously within compromising on standards and qualityAbility to ensure standards and specifications are met Ability to work with colleagues to contribute to project and operational performanceSound knowledge of construction practises and standardsSpecialist knowledge in chosen field  |