

Assistant SHE Advisor

Generic title	Assistant
General Description	<p>A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.</p> <p>In operations they will assist project and construction managers.</p> <p>In commercial they will assist buyers, planners, estimators and surveyors</p>

Competencies

Achieving Results	<p>Will set goals for self in own work environment</p> <p>Demonstrates enthusiasm for the job</p>
Analytical thinking and decision making	Using personal experience and systematic approach to arrive at decisions on straightforward issues
Communication	<p>Communicates positively with clarity and understanding</p> <p>Presents information in a structured way</p> <p>Demonstrates confidence when communicating in own subject</p>
Dealing with change	<p>Positive attitude to change when presented</p> <p>Contributes to change in own area of work</p>
Teamwork	<p>Contribute to the overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p>
Leadership	The capacity to assume some position of influence within a team
Managing resources	<p>Works effectively within time and budget constraints set by others</p> <p>Looks to complete on schedule and recover slippage</p>
Negotiation	The ability to discuss and agree priorities
People Development	<p>Can respond within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

Role definition

Summary of role	<p>As an Assistant SHE Advisor you will provide subject matter expertise and direction ensuring the continuous improvement to safety, health and environmental (SHE) performance.</p> <p>Functional Line Manager will be SHE Advisor</p>
Responsibilities and accountabilities	<p>Ensure compliance with SHE legislation, industry and Morgan Sindall standards</p> <p>Provide advice and support management teams, employees and those working with us supporting our 100% Safe value and our Perfect Delivery philosophy</p> <p>Carry out duties set out in the Morgan Sindall SHE policy and procedures</p> <p>Report accurately and effectively on SHE matters</p> <p>Support and advise all Morgan Sindall management, staff, and those working with us, in regards our action/improvement plans and measures for minimising risk</p> <p>Carry out appropriate monitoring at work locations</p> <p>Ensure compliance with Morgan Sindall IMS management system and associated arrangements</p> <p>Understand the importance of communicating safety, health, environmental and quality issues with management teams and individuals and act accordingly</p>

	<p>Communicate effectively and regularly with other SHE staff regarding all SHE matters</p> <p>Carry out SHE training in line with Morgan Sindall requirements and employee needs</p> <p>Share learning and good practices both locally, regionally and across Morgan Sindall</p> <p>Maintain personal professional development regarding SHE legislation, technology and industry best practices</p> <p>Be supportive of a team-work approach to encourage cooperative working by being open and honest</p> <p>Look for opportunities and give recognition where it is due</p> <p>Constructively challenge and intervene where our 'safe' value is being compromised</p> <p>Participate in the promotion of SHE programmes and schemes that may be developed on a local and regional level</p>
Qualifications, training and technical knowledge	<p>Technical member of the Institution of Occupational Safety and Health (TechIOSH) or general NEBOSH certificate or working towards</p> <p>Knowledge of health, safety and environmental legislation</p> <p>Some experience in construction or civil engineering techniques in a complex and highly regulated major project environment (desirable)</p> <p>Construction or civil engineering industry experience and in particular CDM requirements in the role of principal contractor (desirable)</p> <p>Some knowledge of risk management (desirable)</p> <p>Some knowledge of occupational health and behavioural based safety (desirable)</p>
Attributes and skills	<p>Some supervision skills</p> <p>Ability to manage a given list of tasks</p> <p>Ability to work well either alone or as part of a team</p> <p>Some knowledge of construction practices and standards within their subject</p> <p>Good writing, analytical and problem solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p>