

SHE Advisor

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

Competencies

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

Summary of role	Provide subject matter expertise and direction ensuring the continuous improvement to safety, health and environmental (SHE) performance.
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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>Liaise with regulatory authorities and professional bodies</p> <p>Ensure compliance with Morgan Sindall IMS management system and associated arrangements</p> <p>Contribute to the development of the SHEQ strategy and management system including review and feedback on improvements</p> <p>Understand the importance of communicating safety, health, environmental and quality issues with management teams and individuals and act accordingly</p> <p>Compile and analyse local SHE statistical information and support the development of action and improvement plans</p> <p>Monitor the SHE competencies of all staff and provide advice on any shortfalls</p> <p>Communicate effectively and regularly with other SHE staff, directors and their teams 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>Create and maintain good relationships with regulatory authorities and other stakeholders</p> <p>Participate in the promotion of SHE programmes and schemes that may be developed on a local and regional level</p> <p>Ensure training provided by external training organisations is competent and delivered effectively to meet our objectives</p>
Qualifications, training and technical knowledge	<p>Technical or Chartered member of the Institution of Occupational Safety and Health (CMIOSH) or general NEBOSH certificate</p> <p>Qualified to NVQ Level 3 or equivalent as a minimum</p> <p>Associate member of the Institute of Environmental Management and Assessment (desirable)</p> <p>Expert knowledge of health, safety and environmental legislation</p> <p>Experience in construction and civil engineering techniques in a complex and highly regulated major project environment</p> <p>Construction and civil engineering industry experience and in particular CDM requirements in the role of principal contractor</p> <p>Knowledge of risk management</p> <p>Expert knowledge of occupational health and behavioural based safety</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good management skills, with the ability to motivate self and colleagues to perform</p> <p>Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to contribute to project and operational performance</p> <p>Sound knowledge of construction practises and standards</p> <p>Specialist knowledge in chosen field</p>

