## 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 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** | Sees potential of new ideas and situationsTakes a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain change to colleagues  |
| **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**  | 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 standardsProvide 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 proceduresReport accurately and effectively on SHE mattersSupport and advise all Morgan Sindall management, staff, and those working with us, in regards our action/improvement plans and measures for minimising riskCarry out appropriate monitoring at work locationsLiaise with regulatory authorities and professional bodiesEnsure 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 improvementsUnderstand the importance of communicating safety, health, environmental and quality issues with management teams and individuals and act accordinglyCompile and analyse local SHE statistical information and support the development of action and improvement plansMonitor 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 mattersCarry out SHE training in line with Morgan Sindall requirements and employee needsShare learning and good practices both locally, regionally and across Morgan SindallMaintain personal professional development regarding SHE legislation, technology and industry best practicesBe supportive of a team-work approach to encourage cooperative working by being open and honestLook for opportunities and give recognition where it is dueConstructively challenge and intervene where our ‘safe’ value is being compromisedCreate and maintain good relationships with regulatory authorities and other stakeholdersParticipate in the promotion of SHE programmes and schemes that may be developed on a local and regional levelEnsure 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 certificateQualified to NVQ Level 3 or equivalent as a minimumAssociate 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 environmentConstruction and civil engineering industry experience and in particular CDM requirements in the role of principal contractorKnowledge of risk managementExpert knowledge of occupational health and behavioural based safety |
| **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  |