## 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 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** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees potential of new ideas and situationsTake a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan 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 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 within tested frameworks of development to identify own needsUses 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 requirementsEnsure SHEQ procedures are regularly developed to meet and exceed internal and external customer expectations and to legislation and Morgan Sindall standardsPromote individual awareness of the importance of SHEQ and to create an environment that generates automatically, a high focus on health and SQE awarenessProvide advice and support management teams, employees and those working with us supporting 100% SAFE and our total commitment to sustainabilitySupport 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 SHEQ management system and associated arrangements Contribute to the development of the SHE strategy and management system including review and feedback on improvementsUnderstand the importance of communicating safety with management teams and individuals and act accordinglyCompile and analyse local SHEQ statistical information and support the development of action and improvement plansMonitor 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 mattersCarry out safety training in line with Morgan Sindall requirements and employee needsShare learning and good practices both locally, regionally and across Morgan SindallMaintain professional development regarding legislation, technology and industry best practicesBe supportive of a team-work approach to encourage cooperative working by being open and honestConstructively challenge and intervene where our ‘safe’ value is being compromisedCreate and maintain positive customer-focused relationships with regulatory authorities, internal and external customers and other stakeholdersParticipate in the promotion of safety programmes and schemes that may be developed on a local and business unit levelEnsure 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 qualificationAIEMA (Environment)Specific knowledge of quality management systemsLead AuditorExperienced in the design and delivery of safety training programmes and CMOISHSound knowledge of health, safety and environmental legislation Self-motivated, to constantly improve upon established safety standards Knowledge of risk managementKnowledge of occupational health and behavioural based safety |
| **Attributes and skills**  | Ability to work in a team environment contributing across a business unit or areaGood management skills, with the ability to motivate self and colleagues to achieve high standards of complianceGood operational planning and time management skills; able to manage projects simultaneously without compromising on standards and qualityAbility to ensure standards and specifications are metAbility to work with colleagues to deliver project and operational performanceSound knowledge of construction practices and standardsSpecialist knowledge in chosen field  |