

## SHEQ Manager

<b>Generic title</b>	Senior Manager - 1
<b>General Description</b>	<p>Under the direction of a Director, this Senior Manager will manage a significant function within a business unit, a large number of managers or a significant income stream. Managed activity will be of a larger scope and complexity.</p> <p>In operations they will manage large scale or complicated multidisciplinary construction schemes or sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. The will play a major role in delivering the company's value set and philosophy.</p> <p>In commercial they may lead on supply chain management, take responsibility for a line of business or all aspects of pre-construction in their area.</p>

## Competencies

<b>Achieving Results</b>	<ul style="list-style-type: none"> <li>Capacity to set goals for self and others</li> <li>Proactively identifies and pursues new stretching targets and opportunities</li> <li>High levels of personal drive and commitment</li> <li>Adds value beyond doing the job</li> <li>Focuses well on personal development</li> </ul>
<b>Analytical thinking and decision making</b>	<ul style="list-style-type: none"> <li>Rational and systematic analysis of situation to enable decisions on more varied issues</li> <li>Questioning the evidence to evaluate issues</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Ability to adapt one's style to the message and audience so people understand what you want</li> <li>Connect with people in all levels of the business</li> </ul>
<b>Dealing with change</b>	<ul style="list-style-type: none"> <li>Sees potential of new ideas and situations</li> <li>Take a pragmatic approach to change</li> <li>Considers impact of change on others as well as self</li> <li>Ability to explain the effects to colleagues</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Create appropriate networks of people internally and externally</li> <li>Build opportunities for co-operation with other individuals and teams</li> <li>Cut easily across horizontal and other boundaries, taking a corporate perspective</li> <li>Understand how teams work and how to lead one</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Demonstrate clear and visible leadership, with capacity to absorb responsibility and accountability whilst providing sensitive direction to others</li> <li>Remain effective when the situation is unclear, complicated or pressurised</li> </ul>
<b>Managing resources</b>	<ul style="list-style-type: none"> <li>Create a plan for a familiar project or process</li> <li>Interpret a plan and decide what resources are required</li> <li>Bring resources together and ensure they are efficiently deployed</li> <li>Able to call upon and manage diverse skills and methods to deliver results</li> </ul>
<b>Negotiation</b>	<ul style="list-style-type: none"> <li>Collecting and collating information on the reality of the situation and options open to you</li> <li>Knowing where you stand</li> <li>Knowing how to create a position</li> <li>Building a winnable case</li> <li>Anticipate the need and concerns for others</li> </ul>
<b>People Development</b>	<ul style="list-style-type: none"> <li>Can respond within tested frameworks of development to identify own needs</li> <li>Uses personal experience to build own skills</li> </ul>

## Role definition

<b>Summary of role</b>	To provide leadership, advice and support to the business in relation to safety,
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	<p>health, environment, sustainability and competence assurance to maintain and further develop the high standards the business has set and achieves on our projects and within the business.</p>
<p><b>Responsibilities and accountabilities</b></p>	<p>Ensure the business achieves compliance with safety, health and environmental legislation, industry and Morgan Sindall standards and strives to achieve best practice</p> <p>Lead, provide advice to, and support management teams, employees and those working with us in pursuit of achieving our 100% safe and sustainability goals and Perfect Delivery philosophy</p> <p>Carry out duties set out in the Morgan Sindall SHEQ policies and procedures</p> <p>Provide leadership and coordination to the business unit SHEQ function and team</p> <p>Report accurately and effectively on SHEQ matters</p> <p>Provide support and identify resources in the support of PQQs and tenders that the business is pursuing</p> <p>Carry out duties and responsibilities in line with the Morgan Sindall SHEQ policies and procedures</p> <p>Support and advise all Morgan Sindall management, staff, and those working with us, in regards our 'Close the Gap' plans, London Standards and measures for minimising risk</p> <p>Collate and prepare Morgan Sindall Plc monthly and annual reports</p> <p>Prepare for, attend and participate in Business Unit Reviews and Senior Management Meetings</p> <p>Organise and attend SHEQ Team Meetings and other appropriate forums for discussing SHEQ matters</p> <p>Ensure compliance with the Morgan Sindall IMS and associated arrangements within region of responsibility</p> <p>Contribute to the development of the SHEQ strategy and management systems including review and feedback on improvements</p> <p>Understand the importance of communicating safety, health, sustainability and quality issues with management teams and individuals and act accordingly</p> <p>Compile and analyse business unit and project SHEQ and Sustainability statistical information and support the development of action and improvement plans</p> <p>Working with the Regional Training Coordinator, monitor the SHEQ competencies of all staff and provide advice on any shortfalls, advise on training plans and manage the training budget.</p> <p>Communicate effectively and regularly with other SHEQ Staff, Directors and their teams regarding all SHEQ matters.</p> <p>Carry out SHE and Sustainability training in line with Morgan Sindall requirements and employee needs</p> <p>Work with/ provide resource to the Business Development and Preconstruction teams to assist in work winning activities at both PQQ and tender stage.</p> <p>Provide technical advice to projects in areas such as Temporary Works, Lifting Operations, Asbestos and complying with local borough requirements.</p> <p>Share learning and good practices across Morgan Sindall</p> <p>Maintain personal professional development regarding SHE legislation, technology and industry best practices</p> <p>Be supportive of an integrated and team-work approach to encourage cooperative working</p> <p>Look for opportunities to improve and give recognition where it is due</p> <p>Constructively challenge and intervene where appropriate to ensure we maintain safe environments</p> <p>Understand client needs and create relationships with their safety representatives to showcase the Morgan Sindall approach</p> <p>Ensure training provided by external training organisations is competent and delivered effectively to meet our objectives</p> <p>Demonstrate leadership through action and behaviours</p> <p>Be visible and approachable</p> <p>Play a part in the ongoing maturity of our culture</p> <p>Give support and provide coaching when appropriate to new members of staff</p> <p>Turn any concerns into remedial action</p>

	<p>Monitor individuals for signs of over-stretching workloads or demands Choose the most appropriate way of communication to get the message across Understand fully the requirements of the business in terms of health and safety and ensure that we implement this, including having suitable personnel in posts Close collaboration with sectors and regions Represent the business in client/ industry forums and workshops. Ensure managers, advisors and coordinators are in place and that they have clear roles, responsibilities and expectations defined for their role within the SHEQ function Further develop and coach members of the SHEQ Team. Ensure that health and safety is paramount and embedded in all aspects of the business. Challenge operations staff to implement this and be their critical friend where required Ensure lessons learnt from across the industry and internally within Morgan Sindall are captured, communicated and taken into account</p>
<p><b>Qualifications, training and technical knowledge</b></p>	<p>NEBOSH Diploma/ NVQ Level 5 in Occupational Safety and Health General NEBOSH Certificate Construction NEBOSH Certificate (desirable) Appropriate CSCS skills card First Aid Basic Certificate NEBOSH Fire Prevention and Risk Management Certificate (desirable) Environmental Management Systems Qualification (desirable) General Management qualification (desirable) Graduate IOSH Status or CMIOSH status (desirable) Extensive knowledge of effective management strategies and best practice Detailed knowledge of current health and safety and environmental legislation and its application in construction or traditional civil engineering project based environment Detailed knowledge of current best practice and of working effectively with managers and staff to achieve the most effective results Extensive knowledge and experience of Lifting Operations, Logistics and establishing sites in a busy and tight environment</p>
<p><b>Attributes and skills</b></p>	<p>Self-driven, results orientated with a positive outlook Good management skills, with the ability to motivate employees to achieve high standard of compliance Excellent organisational, planning and time management skills; able to manage projects simultaneously without compromising on standards and quality Sound knowledge of the construction industry Ability to ensure standards and specifications are met Ability to work with senior management to set project and operational targets Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders</p>