## SHE Manager

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| **Generic title** | Senior Manager - 2 |
| **General Description** | People at this level will manage a function, a number of managers or an income stream.  In operations they will manage multidisciplinary construction projects or medium sized 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. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.  In commercial they will manage contracts and may lead on a framework, project, special works or design. |

## Competencies

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| **Achieving Results** | Capacity to set goals for self and others  Proactively identifies and pursues new stretching targets and opportunities  High levels of personal drive and commitment  Adds value beyond doing the job  Focuses well on personal development goals |
| **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** | Ability to choose most appropriate style of communication  Able to listen actively by which we mean hearing and interpreting what is said  Demonstrating sound questioning techniques |
| **Dealing with change** | See 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 the effects to colleagues |
| **Teamwork** | Develop inter-team collaboration inside and outside company  Understand the role of a team and how it delivers the objectives  Can adapt to different types of teams in most situations  Takes a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one's sphere of influence  Assume responsibility - organising and guiding where necessary |
| **Managing resources** | Create a resource plan for an unfamiliar or potentially complex project  Manage others to implement effective planning, problem-solving and decision making  Understand the resource implications on the business plan |
| **Negotiation** | Understand the other's point of view  Make an objective and structured case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can respond within tested frameworks of development to identify own needs  Uses personal experience to build own skills |

## Role definition

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| **Summary of role** | Develop and implement safety, health and environment (SHE) best practice, ensuring Morgan Sindall and those working with us comply with current health and safety and environment legislation, industry and Morgan Sindall standards and approved codes of practice in relation to employment and service provision. |
| **Responsibilities and accountabilities** | Work proactively with managers to establish and maintain safe systems of work and a safe environment for colleagues and customers  Lead, provide advice to, and support management teams, champions, coaches, employees and those working with us in regards to action and improvement plans and measures for creating a safe working environment in pursuit of achieving our 100% Safe goal and Perfect Delivery  Support the development of the business unit SHEQ strategic plan including delivery, review and reporting  Support and advise all Morgan Sindall management, staff, and those working with us, in regards our action/improvement plans and measures for minimising risk  Ensure that safety, health and environment company policies are implemented consistently across the project/contract  Participate in the promotion of SHE programmes and schemes that may be developed on a local and regional level  Compile and analyse local SHE statistical information and support the development of action and improvement plans  Communicate effectively and regularly with other SHE staff, directors and their teams  Monitor the competencies of all staff and provide advice on any shortfalls  Identify and meet employee training needs in relation to safety, health and environmental and develop and deliver training sessions for managers and frontline employees  Ensure training provided by external training organisations is competent and delivered effectively to meet our objectives  Coordinate, develop and maintain positive relationships with regulatory bodies and local stakeholders, in particular the HSE, Local Authorities, EA and SEPA and Trade Unions  Prioritise resources and associated support based upon risk identified from trend data or other management information  Ensure compliance with Morgan Sindall IMS management system and associated arrangements  Monitor, evaluate and review health and safety policy and practice and develop and implement new policy and procedure documents as required  Advise the management team on the implications of current and emerging health, safety and environment legislation, including evaluating options, making recommendations and generating action plans to ensure compliance across the organisation  Assist line managers in implementing SHE systems and procedures to meet specific requirements, such as accident reporting and the Control of Substances Hazardous to Health (COSHH), in a consistent and effective manner  Support managers to maintain safe systems of work and implement best practice, including providing specialist advice, coaching and practical support as needed  Work with managers and staff to ensure risk assessments are prepared and reviewed as necessary  Assist management teams to deliver a safe and incident free environment and support accident and incident investigations  Carry out audits to evaluate the effectiveness of SHE systems and procedures, and identify and implement improvements  Manage the collection, storage and analysis of accident and other health and safety data and to produce management reports, identify trends and recommend action  Deliver SHE performance information (as collated by others) to management teams where it adds value, or facilitate self-service management information for other teams  Share learning and good practices both locally, regionally and across Morgan Sindall  Maintain personal professional development regarding SHE legislation, technology and industry best practices  Be supportive of a team-work approach to encourage cooperative working by being open and honest |
| **Qualifications, training and technical knowledge** | General NEBOSH Certificate  NEBOSH diploma (desirable)  Appropriate CSCS card  NEBOSH Fire Prevention and Risk Management Certificate (desirable)  Environmental Management Systems Qualification (desirable)  General Management qualification (desirable)  CMIOSH or NVQ level 4  Extensive knowledge of effective management strategies and best practice  Detailed knowledge of current safety legislation and its application in construction or traditional civil engineering project based environment  Detailed knowledge of a wide range of safety, health and environmental current best practice and working effectively with managers and staff to achieve the most effective results |
| **Attributes and skills** | Ability to work in a team environment contributing across a business unit or area  Good management skills with the ability to motivate employees to achieve high standards of compliance  Excellent organisational, planning and time management skills; able to manage projects simultaneously with 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 |