## 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 othersProactively identifies and pursues new stretching targets and opportunitiesHigh levels of personal drive and commitmentAdds value beyond doing the jobFocuses well on personal development goals |
| **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 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 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 situationsTakes 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 makingUnderstand the resource implications on the business plan |
| **Negotiation**  | Understand the other's point of view Make an objective and structured case with pros and consUnderstand 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**  | 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 customersLead, 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 DeliverySupport the development of the business unit SHEQ strategic plan including delivery, review and reportingSupport and advise all Morgan Sindall management, staff, and those working with us, in regards our action/improvement plans and measures for minimising riskEnsure that safety, health and environment company policies are implemented consistently across the project/contractParticipate in the promotion of SHE programmes and schemes that may be developed on a local and regional levelCompile and analyse local SHE statistical information and support the development of action and improvement plansCommunicate effectively and regularly with other SHE staff, directors and their teamsMonitor 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 employeesEnsure training provided by external training organisations is competent and delivered effectively to meet our objectivesCoordinate, develop and maintain positive relationships with regulatory bodies and local stakeholders, in particular the HSE, Local Authorities, EA and SEPA and Trade UnionsPrioritise resources and associated support based upon risk identified from trend data or other management informationEnsure compliance with Morgan Sindall IMS management system and associated arrangementsMonitor, evaluate and review health and safety policy and practice and develop and implement new policy and procedure documents as requiredAdvise 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 organisationAssist 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 mannerSupport managers to maintain safe systems of work and implement best practice, including providing specialist advice, coaching and practical support as neededWork with managers and staff to ensure risk assessments are prepared and reviewed as necessaryAssist 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 improvementsManage the collection, storage and analysis of accident and other health and safety data and to produce management reports, identify trends and recommend actionDeliver SHE performance information (as collated by others) to management teams where it adds value, or facilitate self-service management information for other teamsShare 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 honest |
| **Qualifications, training and technical knowledge**  | General NEBOSH Certificate NEBOSH diploma (desirable)Appropriate CSCS cardNEBOSH Fire Prevention and Risk Management Certificate (desirable)Environmental Management Systems Qualification (desirable)General Management qualification (desirable)CMIOSH or NVQ level 4Extensive knowledge of effective management strategies and best practiceDetailed knowledge of current safety legislation and its application in construction or traditional civil engineering project based environmentDetailed 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 areaGood 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 qualitySound knowledge of the construction industryAbility to ensure standards and specifications are metAbility to work with senior management to set project and operational targetsExcellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders  |