

## Responsible Business Advisor

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| <b>Generic title</b>       | Manager - 2   |
| <b>General Description</b> | <p>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.</p> <p>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.</p> <p>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.</p> <p>In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.</p> |

## Competencies

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| <b>Achieving Results</b>                       | Sets clear and appropriate goals that consider the bigger picture<br>Drives well to achieve consistent results<br>Deliver a quality performance consistently  |
| <b>Analytical thinking and decision making</b> | Using personal experience and systematic approach to arrive at decisions on straightforward issues  |
| <b>Communication</b>                           | Communicates positively with clarity and understanding<br>Presents information in a structured way<br>Demonstrates confidence when communicating in own subject   |
| <b>Dealing with change</b>                     | Positive attitude to change when presented<br>Contributes to change in own area of work   |
| <b>Teamwork</b>                                | Develop inter-team collaboration inside and outside company<br>Understand the role of a team and how it delivers the objectives<br>Can adapt to different types of teams in most situations<br>Take a cohesive and encouraging approach to team working       |
| <b>Leadership</b>                              | Ability to take control of situations with one's sphere of influence<br>Assume responsibility – organising and guiding where necessary  |
| <b>Managing resources</b>                      | Create a plan for a familiar project or process<br>Interpret a plan and decide what resources are required<br>Bring resources together and ensure they are efficiently deployed<br>Able to call upon and manage diverse skills and methods to deliver results |
| <b>Negotiation</b>                             | Understand the others point of view<br>Make an objective and structure case with pros and cons<br>Understand the need to give and take<br>Understand and defend a position  |
| <b>People Development</b>                      | Can respond well within tested frameworks of development to identify own needs<br>Use personal experience to build own skills   |

## Role definition

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| <b>Summary of role</b>                                  | A passionate and experienced Responsible Business Advisor will lead our social value and sustainability initiatives. They will be responsible for designing, implementing, and managing strategies that drive sustainable practices, promote social impact, and contribute to the company's responsible business goals. This role requires a strong commitment to ethical and sustainable practices, along with the ability to engage stakeholders at all levels.  |
| <b>Responsibilities and accountabilities</b>            | <p>Identify and understand the Social Value triggers in a contract and develop a best-practice approach as result</p> <p>Support the Project Team to implement Morgan Sindall Social Value Strategy</p> <p>Work with the Project Team and customer to establish social value metrics and the Social Value Charter for the project</p> <p>Develop a value for money approach from effective community engagement practice</p> <p>Develop and follow a strategy towards improved social value delivery including within procurement</p> <p>Monitor the government agenda, austerity measures and the population composition and adjust strategy and direction accordingly</p> <p>Measuring, reporting and monitoring on social value KPI'S</p> <p>Identify through networking and engagement with public sector bodies future social value requirements relating to the construction sector</p> <p>Work closely with the Responsible Business team to identify and promote best practice and ensure consistency across the business unit and wider Morgan Sindall business as required</p>   |
| <b>Qualifications, training and technical knowledge</b> | <p>Full UK driving licence</p> <p>Highly competent at MS suite, especially Excel</p> <p>Good writing, analytical and problem-solving skills</p> <p>Possess a working understanding of supply chain arrangements and be able to demonstrate supply chain experience</p> <p>Be able to demonstrate commercial awareness and knowledge regarding forms of contract and their impact on Social value outcomes</p> <p>Possess a working understanding of the impact of forms of contract on Social Value outcomes</p> <p>Possess a working understanding how to be a responsible business and behave ethically</p> <p>Possess a working understanding of the impact of effective community engagement and investment practice</p> <p>Demonstrate experience of managing Social Value projects and reporting KPI's</p> <p>Demonstrate experience of working within a work winning/bid room environment</p> <p>Possess an awareness and understanding of Equality Diversity and Inclusion</p> <p>Experience of local needs analysis and preparing social value charters and plans</p> <p>Possess an understanding of employability routes within construction</p> |
| <b>Attributes and skills</b>                            | <p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good management skills, with the ability to motivate self and colleagues to perform</p> <p>Good planning and time management skills; able to manage activities simultaneously within standards and quality requirements</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to contribute to project and operational performance</p> <p>Confident in communicating in an appropriate style to a wide audience</p> <p>Ability and confidence to network and collaborate</p> <p>Embrace company culture and act responsibly to do the right thing</p>   |