

**ROLE DEFINITION**

## Senior SHE Advisor

<b>Generic title</b>	Manager – 1
<b>General Description</b>	<p>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.</p> <p>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.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&amp;E or Special Works) on a larger scheme or area office.</p> <p>In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

## Competencies

<b>Achieving Results</b>	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
<b>Analytical thinking and decision making</b>	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
<b>Communication</b>	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
<b>Dealing with change</b>	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
<b>Teamwork</b>	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
<b>Leadership</b>	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
<b>Managing resources</b>	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
<b>Negotiation</b>	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
<b>People Development</b>	<p>Can respond within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

## Role definition

<b>Summary of role</b>	<p>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</p>
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	<p>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.</p>
<b>Responsibilities and accountabilities</b>	<p>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 requirements</p> <p>Ensure SHEQ procedures are regularly developed to meet and exceed internal and external customer expectations and to legislation and Morgan Sindall standards</p> <p>Promote individual awareness of the importance of SHEQ and to create an environment that generates automatically, a high focus on health and SQE awareness</p> <p>Provide advice and support management teams, employees and those working with us supporting 100% SAFE and our total commitment to sustainability</p> <p>Support and advise all Morgan Sindall management, staff, and those working with us, in regards our action/improvement plans and measures for minimising risk</p> <p>Carry out appropriate monitoring at work locations</p> <p>Liaise with regulatory authorities and professional bodies</p> <p>Ensure compliance with Morgan Sindall SHEQ management system and associated arrangements</p> <p>Contribute to the development of the SHE strategy and management system including review and feedback on improvements</p> <p>Understand the importance of communicating safety with management teams and individuals and act accordingly</p> <p>Compile and analyse local SHEQ statistical information and support the development of action and improvement plans</p> <p>Monitor competencies of all staff and provide advice on any shortfalls</p> <p>Communicate effectively and regularly with other SHEQ staff, directors and their teams regarding all SHEQ matters</p> <p>Carry out safety training in line with Morgan Sindall requirements and employee needs</p> <p>Share learning and good practices both locally, regionally and across Morgan Sindall</p> <p>Maintain professional development regarding legislation, technology and industry best practices</p> <p>Be supportive of a team-work approach to encourage cooperative working by being open and honest</p> <p>Constructively challenge and intervene where our 'safe' value is being compromised</p> <p>Create and maintain positive customer-focused relationships with regulatory authorities, internal and external customers and other stakeholders</p> <p>Participate in the promotion of safety programmes and schemes that may be developed on a local and business unit level</p> <p>Ensure training provided by external training organisations is competent and delivered effectively to meet our objectives</p>
<b>Qualifications, training and technical knowledge</b>	<p>NEBOSH certificate or appropriate Health and Safety qualification</p> <p>AIEMA (Environment)</p> <p>Specific knowledge of quality management systems</p> <p>Lead Auditor</p> <p>Experienced in the design and delivery of safety training programmes and CMOISH</p> <p>Sound knowledge of health, safety and environmental legislation</p> <p>Self-motivated, to constantly improve upon established safety standards</p> <p>Knowledge of risk management</p> <p>Knowledge of occupational health and behavioural based safety</p>
<b>Attributes and skills</b>	<p>Ability to work in a team environment contributing across a business unit or area</p>

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	<p>Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance</p> <p>Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to deliver project and operational performance</p> <p>Sound knowledge of construction practices and standards</p> <p>Specialist knowledge in chosen field</p>
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