



The Coal
Authority

Job Title:	Principal Construction HSW and Environment Manager
Department:	HSW and Facilities
Reports to:	Head of HSW and Facilities
Direct Reports:	Construction HSW and Environment Advisor (x3)
Location:	Activity-based on site
Contract Type:	Permanent
Grade:	CA5+

Main purpose of the job

To lead and manage the construction HSW and Environment team supporting the delivery of the Coal Authority's mission, purpose and business plan objectives. Ensure that the HSW management system meets the legal requirements for the Construction (Design and Management) Regulations 2015 and other relevant statutory legislation.

Responsibilities

Specific

- To support the Head of HSW and Facilities Department in delivering strategic leadership, developing relevant strategies and implementing action plans and objectives. Representing the Dept. Head at Executive Leadership Team and HSW Committee meetings where required
- To manage the Construction HSW and Environment Advisors to ensure the achievement of HSW and Facilities team objectives and milestones in line with the HSW and wider business plan objectives.
- To be the lead on HSW management and support the contract managers for all construction related contracts including the minewater O&M framework, PSS frameworks, emerging major infrastructure projects and any others are construction and civil engineering focussed
- To performance manage the Construction HSW and Environment team, ensuring personal objectives are set that reflect the team objectives and support their personal development to the benefit of the organisation and the individual
- To ensure timely provision of advice and guidance on HSW and Environmental legislation and the implementation of best practice across the organisation's operational teams and activities

- To maintain an up to date knowledge of relevant EU/UK SHE legislation, codes of practice and guidance to support the Head HSW and Facilities in ensuring they are reflected in the HSW management system
- To provide timely advice on the implications of new legislation where they will impact on the organisation's activities
- To collaborate with the Principal HSW Manager to establish and maintain systems that facilitate delivery of legally compliant and effective HSW and Environment training related to construction health and safety, so that employees are trained to undertake their health and safety duties
- To ensure awareness of HSW and Environment issues is maintained for all employees and suppliers, specifically consultants and contractors and contribute towards the development of an exemplar HSW culture
- To collaborate with the Principal HSW Manager in working with the procurement team and wider organisation to ensure that suitable and sufficient competence assessments are undertaken for suppliers prior to them undertaking work on the organisation's undertakings
- To ensure appropriate monitoring of HSW standards across the organisation's construction activities and to stop any works where there is a serious risk to health and safety or the environment or a breach, actual or imminent, of SHE legislation, policies or procedures
- To collaborate with the Principal HSW Manager to deal with potential conflict from managers, employees, consultants and contractors when implementing, monitoring and auditing HSW policies and procedures, especially when taking the decision to halt activities
- To monitor and support those undertaking the role of Principal Designer as representative of the organisation at all stages, particularly in relation to design, through to project completion, to help reduce risks relating to health, safety and environment
- To develop and implement arrangements that contribute to the continual improvement of construction, civil engineering and operational activities across the organisation, to achieve and maintain best practice HSW standards
- To ensure that a comprehensive programme of active and reactive monitoring is undertaken and that feedback on the issues and improvement actions are effectively communicated to the organisation at all levels, and where appropriate, supplier's
- To work in collaboration with and support the wider HSW and Facilities team
- To monitor own performance and continually strive for personal improvement through the development and maintenance of a personal development plan

General

- Act in line with the behaviours and values of the organisation
- Manage your own performance to be accountable for meeting individual, team and business plan objectives
- Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
- Actively demonstrate the Coal Authority's customer service standards expected of your role
- Follow and contribute to the improvement of operational and team processes and procedures
- Assist with the preparation and delivery of the team's objectives, budgets and financial records
- Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money
- Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
- Support research and development projects
- Ensure that the Authority's statutory responsibilities are effectively discharged
- Carry out any further reasonable requests from your line manager

<i>Competencies</i>	<i>Level</i>
<i>Seeing the bigger picture</i> - has an in-depth understanding and knowledge of how the role fits with and supports The Coal Authority's business priorities	<i>4</i>
<i>Changing and improving</i> - responsive, innovative and seek out opportunities for continuous improvement	<i>5</i>
<i>Making effective decisions</i> - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner	<i>5</i>
<i>Leading and communicating</i> - leads from the front and communicates with clarity, conviction and enthusiasm	<i>5</i>
<i>Collaborating and partnering</i> - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Coal Authority, to achieve results	<i>5</i>
<i>Building capability for all</i> - has a strong focus on continuous learning for self, others and the organisation	<i>4</i>
<i>Achieving commercial outcomes</i> - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth	<i>4</i>
<i>Delivering good value for money</i> - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment	<i>4</i>
<i>Managing a quality service</i> - plans, organises and manages their time and activities to deliver a high-quality customer experience	<i>4</i>
<i>Delivering at pace</i> - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes	<i>5</i>

Person specification

Job Title: <i>Principal Construction HSW and Environment Manager</i> Department: <i>HSW and Facilities</i>		
	Essential	Desirable
Qualifications and Training	Nebosh General or Construction Certificate in Occupational Safety and Health Diploma in Occupational Health and Safety or other relevant QCF level 6 qualification	IEMA Certificate in Environmental Management or other relevant QCF level 4 qualification. Chartered Health and Safety Practitioner (CMIOSH or FIOSH), Associate of IEMA, APS CMaPS or IMaPS Degree or equivalent professional qualification in a mining, construction or civil engineering related discipline.
Experience and Knowledge	Substantial experience of operational management in a mining, construction, civil engineering or related discipline and in a health and safety and/or environmental management role.	Experience of dealing with the health, safety and environmental aspects of coal mining related legacy issues (e.g. structural/ground stability, water and gas hazards) Experience of implementing and delivery of health, safety and environmental management systems in major infrastructure projects Experience of maintaining a behavioural safety focussed management system Experience in overseeing supply chain health and safety performance
Skills and Abilities	Excellent communication skills Good line management and motivational skills Good analytical skills Ability to deliver objectives to agreed deadlines	Line management of health and safety advisors