

Document Control Ref:	
Revision:	
Date:	
Client Reference:	

Job Description

Employee		Job Title	Environmental Advisor		
Department	HSQE	Location	Waterloo + sites		
Line Manager	Senior Environmental Advisor	No. of Direct Reports	0	Safety Critical	Y

Job Purpose

Working closely with the Senior Environmental Advisor, the successful Environmental Advisor will support our project teams with both office and site-based work, working on a variety of infrastructure projects (predominantly rail) to ensure that they are compliant to legislation, consent requirements and project environment documentation.

This is a national role with travel to construction sites. BCM currently work in the Southeast, Western & Wales, Midlands and Anglia regions.

Key Accountabilities

- Ensuring the delivery of the environmental policy and compliance with legislation and regulations across a range of diverse infrastructure projects
- Environmental screening activity to ensure that all environmental aspects and impacts are considered prior to project start-up
- Assisting in the development or review of project Environment & Social Management Plans (ESMP), Site Waste Management Plans (SWMP), Environmental Incident Response Plans (EIRP) and environmental permits and consents
- Monitoring and quality control of the embedded environmental mitigation measures during construction phases
- Environmental supervision of works where able and required, ie. nesting bird checks, pollution prevention
- Reviewing relevant documents, including risk assessments, method statements and evidence relating to all proposed work activities
- Conducting site inspections and audits, constantly scanning for opportunities to drive improvements
- Conducting Toolbox talks and environmental briefing
- Upskilling and supporting operational site teams with regards to their environmental responsibilities
- Assisting in the development of sustainability and environmental training for all staff
- Taking a lead on elements of social value, such as local volunteering and community engagement
- Leading on environmental incident investigation
- Promoting the BCM Sustainable Business Plan at a project level
- Identification of opportunities at a project level that will provide resource efficiency, social value and wider sustainability benefits
- Championing environment and sustainability at a project level
- Undertaking other reasonable duties appropriate to the role

It is critical that you work collaboratively and build effective relationships with our project and operational team.

IMS Processes and Procedures

You are required to comply with all IMS Core policies, procedures and associated forms relevant to your role.

KPIs

You will support and help the company achieve group and departmental objectives and KPIs.

Parent document:	P-T2-11 Human Resources Management	Project Filing location:	Held with HR	Document Owner:	HR Manager
------------------	------------------------------------	--------------------------	--------------	-----------------	------------

Document Control Ref:	
Revision:	
Date:	
Client Reference:	

Job Requirements

- A broad environmental background, including hands-on experience of working on infrastructure projects and on-site environmental management and coordination.
- A passion for environmental and sustainability excellence and an ambition to grow and develop a career within the infrastructure sector.
- The confidence to take on the responsibility of your own workload and manage this effectively and efficiently, with support from the senior HSQE team.
- The role will involve the communication of ideas throughout the organisation, so the ability to liaise with a broad range of stakeholders at all levels is essential.

Competencies & Training Requirements

- Environmental and sustainability experience, ideally within the infrastructure, construction, rail, utilities or a related sector
- Degree or Masters qualification in Environmental Management or similar
- Associate or Practitioner membership of IEMA, CIEEM, IES or equivalent
- Competent in the use of Microsoft office applications
- Experience of a shared management system, such as Sharepoint (desired but not critical)
- Knowledge of a central waste management system, such as SMARTwaste (desired but not critical)
- PTS (Personal Track Safety) card holder (desired but not critical)
- Full clean driving licence

This is an exciting opportunity to join a growing SME in the infrastructure sector.

Leadership Behaviours (for any role):

- **Collaboration** – We believe in the power of working together.
- **Continuous Improvement** – We learn, innovate and change our tomorrow.
- **Safety & Wellbeing** – We stay on the safe side and care for each other.
- **Productivity & Efficiency** – We add value through productive and efficient ways of working.
- **Proactive Ownership Mindset** – Everyday we personally make a difference to create value.

Declaration

By signing this Job Description, I confirm that I have been briefed and understand its content and will carry out my work in strict accordance with company Policies & Procedures, in conjunction with any additional clients' requirements.

Name:			
Signature:		Date:	

Deputising Duties

The undersigned have been briefed and understand the above job description and responsibilities. I will undertake these duties in the event of the absence of the above Manager (subject to any constraints listed below).

Name	Position	Location	Date Briefed	Signature