

JOB DESCRIPTION

POST TITLE: Environmental and Quality Improvement Assistant (Construction)

DIVISION/UNIT: Construction Division/Estimating Services

GRADE: 7

RESPONSIBLE TO: Business Improvement Manager (Construction)

RESPONSIBLE FOR: N/A

Job Purpose

To assist the Business Improvement Manager (Construction) with the introduction, formalisation and embedding of performance improvement measurement systems and procedures and the introduction of innovative techniques and processes, in order to bring about quantifiable benefits to the Construction Division. Assist in the development, implementation and maintenance of Tayside Contracts' corporate waste management strategy, including the development of over-arching environmental and sustainability strategies.

Main Duties and Responsibilities:

Values

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

Business Improvement

4. Assist with the effective introduction, embedding and monitoring of Lean & Quality techniques into the Construction Division.
5. Assist with the effective introduction, embedding and monitoring of Environmental and Waste Management systems into the Construction Division.
6. Assist the Business Improvement Manager (Construction) and/or Business Improvement Officer (Construction) in the development of new and innovative business strategy, processes, procedures and techniques.
7. Assist in the development of an integrated corporate environmental, waste management and sustainability policy and strategy.

8. Establish key performance indicators to demonstrate sustainability as a working core principle in Tayside Contracts that can be measured against internal business objectives and external waste management targets.
9. Review and analyse current policies, processes, procedures and techniques as directed and assist with the implementation of improvements.
10. Create Standard Operating Procedures for use across all three geographical areas.
11. Provide advice to managers and employees in other areas regarding Standard Operating Procedures and on legal compliance and best practice regarding waste management legislation, processes and procedures to avoid prosecution
12. Analyse benchmarking and other relevant KPI data for comparison with similar organisations.
13. Assist with the development of medium and long term plans that will bring about continuous improvement in the performance of the Construction Division.
14. Develop and thereafter maintain effective information systems in order that management information can be produced as required. Update a centrally controlled register of Tayside Contracts' waste management licences and exemptions.
15. Participate in working groups, to guide and provide advice, in order to bring about improved performance or to introduce innovative processes.
16. Communicate with internal colleagues and external clients providing support and guidance on construction projects.
17. Liaise with and support suppliers with the aim of achieving Environmental improvements throughout the supply chain.
18. Assist the Business Improvement Manager (Construction) and/or Business Improvement Officer (Construction) in assessing the service requirements of client departments and incorporating the requirements into improvement programmes.
19. Deliver formal training and presentations to relevant audiences on the results of process reviews with a view to implementing improvements to clients service needs and Divisional procedures.
20. Carry out site observations and audits as required to identify areas for opportunity and to perform waste, carbon management, energy efficiency assessments and energy monitoring audits. Thereafter design and develop programmes of improvement, calculate Tayside Contracts' Carbon Footprint and set efficiency targets/provide solutions to reduce energy use.
21. Develop waste management, energy efficiency and carbon management awareness and training materials for delivery to the Tayside Contracts workforce.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	2	2	4	4	4	1	1	5	1	3	3	4