

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Chartered CDM Advisor	JEID	R0175
Salary Grade:	P		
Team:	CDM Compliance		
Service Area:	Strategy and Commissioning		
Primary Location:	Shire Hall, Warwick, but may be situated in alternative accommodation within Warwickshire at some point in the future		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner Compliance		
Responsible for:			

Role Purpose

The post holder will act as the CDM expert giving professional advice and delivering full CDM Advisor duties reporting to the Lead Commissioner (Compliance). Leading the Council on all CDM activities including setting and supporting policy, where required delivery of the CDM duty holder role of Principal Designer under the CDM regulations advising the Client/Council on safety matters, supporting the design team to ensure maintenance and aftercare are considered at the design stage to promote financial savings for future maintenance. The Chartered CDM Advisor will also deliver and support multi-disciplinary teams both internal and external organisations/stakeholders, contributing considerably to the safety of building users, tenants, School users and teachers on an ongoing basis.

The section has a very demanding capital programme, which must be delivered to strict time scales and budget constraints. The post holder will be an enthusiastic, dynamic person with a positive attitude and proven CDM and Health & Safety experience to join the development team.

They will be responsible for CDM compliance across a number of projects within the capital programme, which has several varied schemes. Dealing with scheme viability, health and safety, access and planning issues and overall project safety management to ensure the delivery of successful schemes. They will understand the whole construction health and safety process, as well as the recent/proposed changes in legislation.

The post holder will also be required to work closely with other members of Delivery and Commissioning teams as well as having excellent interpersonal skills to manage the interface between professional disciplines and a wide range of clients and elected members.

Role Responsibilities

The following duties are not inclusive of all duties, and the post holder may be required to perform other related duties, as required.

Provide full CDM Advisor / Project Safety duties, including:

- Providing Principal Designer duties where required to ensure CDM duty holder compliance as required by the CDM regulations.
- To advise the Lead Commissioner and the team in the provision of professional and technical CDM related matters.
- Duties and responsibilities as identified in the CDM regulations including Client duties, advising and acting as Principal Designer, compiling health and safety plans and files, reviewing designer risk assessments, carry out construction site health & safety audits and review contractor's construction phase health and safety plans. Always considering maintenance and aftercare requirements of projects.
- Interfacing with internal construction staff to provide health and safety advice as necessary and auditing directly employed contractors.
- Provide advice as necessary on contractor and consultant appointments.
- Conduct internal audits of existing health and safety procedures and, as necessary, provide best practice advice to implement improvements and produce professional reports.
- Communicating with Elected Members, Committees, Corporate Officer groups, Council departments and external agencies and Partners as necessary.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Construction degree or equivalent (NVQ4/5) qualification	A, D
NEBOSH Diploma (or equivalent)	A, D
NEBOSH Construction Certificate	A, D
Incorporated Membership (IMaPS) The association for Project Safety	A, D
Chartered Membership of IOSH (CMIOSH)	A, D
Evidence of continuing professional development as part of IOSH Chartered Membership	A, I
Minimum of 5 years experience in the delivery of construction projects.	A, I
Minimum of 5 years experience of Health & Safety management on construction projects.	A, I
The ability to independently interpret and analyse complex information or situations and to produce solutions over the short, medium and long term.	A, I
The ability to communicate complicated and contentious information with varied audiences in person and/or in writing in the form of professional reports and business cases.	A, I
The ability to work under high levels of pressure including where necessary meeting unpredictable deadlines.	A, I
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A, I
Experience of working as part of a multi-disciplinary team within the construction environment.	A, I
An understanding and experience of ISO 14001 environmental accreditations in order to support WCC's existing accreditation.	A, I
Broad experience of the Built Environment sector from one or more of: Client / Consultant / Contract viewpoint.	A, I
Knowledge of design and construction principles relative to the development of Council new build, extensions and refurbishment projects.	A, I
A full working knowledge of the duties of a CDM Advisor, especially the issues of Health & Safety in the design process.	A, I
Experience of post war 'System' type construction-building systems.	A, I
To be able to demonstrate a successful track record in the construction industry.	A, I
Thorough understanding of the Regulatory Reform Order 2005	A, I
Thorough understanding of L8 (The control legionella bacteria in water systems)	A, I
Thorough understanding of CAR12 (Control of Asbestos Regulations)	A, I
Personal Drive – Ability to achieve results. The ability and desire to work with minimum supervision and strongly motivated to achieve a high standard for you and others.	A, I
To be politically sensitive and confident in dealing directly with the public, building users including tenants, school users and teachers, customers, external contractors.	A, I
Planning and Organisation – Self-disciplined and able to manage own time, to respond to changing priorities and workload and achieve targets. Ability to manage a wide variety of projects working with both external and in-house professional design and	A, I

administrative staff	
Communication – Ability to communicate effectively both verbally and in writing at all levels.	A, I
Teamwork – Recognise individual responsibility to contribute to the performance and success of the team. Understand the needs of others.	A, I
Flexible – Maintain a high level of performance under changing conditions, tasks or people.	A, I
IT – Utilise computer applications for standard spreadsheets, project programming, word-processing software for data entry, analysis, report preparation and email, etc.	A, I
Physical requirements to undertake inspections in areas of difficult access, e.g. roofs, voids, basements, etc.	A, I
Willing to complete a DBS disclosure application if offered the post.	A, I, D
Ability to travel effectively throughout the county to undertake and fulfil job requirements.	A, I

Desirable Criteria

Assessed By:

NEBOSH Fire Certification	A, D
BOHS P402/405 Certification	A, D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
Other (please specify):	