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| **Job Description** | |
| **Post title** | Construction, Design and Management Advisor |
| **JE Reference No** | N7441 |
| **Grade** | Grade 12 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Corporate Property & Land – Construction Consultancy Services |
| **Reporting to** | Principal Programme and Projects Manager. |
| **Location** | Your normal place of work will be Meadowfield. However you may be required to work at any council work place within County Durham – PLUS HYBRID WORKING |
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| **DBS** | This post **is** subject to an Enhanced disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder will be responsible for a range of building projects, working with client representatives, in-house and external designers and contractors advising them of and ensuring they fulfil their CDM obligations in the role of Client, Principal Designer and Principal Contractor.

As CDM (construction, design and management) Advisor you will play a central role in any construction project. Providing the client, principal designer and principal contractor with sound competent advice on construction design processes, risk mitigation, best practice health and safety application and current legislation.

As CDM Advisor you will ensure the Duty Holders stay complaint in relation to paperwork, F10 submission and monitoring the arrangements throughout the project.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* Competency check of potential Designers and Contractors.
* Issue of letters and appointment assistance.
* Identify, collect and pass on pre-construction information
* Review of project pre-construction information.
* Design team and Principal Designer (PD) audits.
* Full Client briefing of roles and responsibilities.
* Submission of F10 notification to the HSE.
* On site safety inspection audits.
* Contractor CDM briefings.
* Construction phase H&S plan production (only if required on internal projects).
* Advise on the suitability of the principal contractors, construction phase plan
* Review and audit of management arrangements.
* Assistance with producing risk assessments and method statements.
* Assistance with review of risk assessments and method statements.
* Co-ordinate health and safety aspects of design work and co-operate with others involved with the project
* Attendance at design team meetings and review of designer risk assessments.
* Attendance at pre-start and site meetings.
* Review of contractors O&M manuals.
* Assistance with production of Health and Safety file.
* Review of Health and Safety file.
* Advise and assist the client with their duties
* Facilitate good communication between client, designers and contractors
* Liaise with principal contractor regarding ongoing design
* Facilitate training and knowledge awareness of CDM regulations across the Authority, including chairing a regular CDM focused briefing meeting.
* Maintain awareness of regulations and disseminate H&S bulletins across the Authority.
* To formulate, develop and implement systems and procedures for the management of CDM2015 for construction projects.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | Accreditation to Associate/Member level of a relevant construction institute or Chartered Member of the IOSH.  NEBOSH Health and Safety Management for Construction (UK) or equivalent (level 6)  Validated Continuing professional development in the area of health and safety in construction. | Member of health and safety register administered by the ICE; member of the Association for Project Safety  NEBOSH Diploma holder |
| Experience | Substantial experience of carrying out a CDM or health and safety related function on construction projects.  Experience of working with design teams for building projects including:   * New build * Refurbishment * Projects on occupied sites * Complex projects | Project Management  Experience of integrated team working. |
| Skills & Knowledge | Good organisational, communication and negotiating skills  Decision Maker  Ability to communicate at all levels and to produce/present succinct, focused written and oral reports  Team Worker  IT Skills  Analytical thinker  Knowledge of health and safety in property. | Knowledge of local government working |
| Personal Qualities | Self-motivated Ability to work on own initiative and as part of a team  Ability to thrive under pressure  Commitment to deliver a high quality service and to continuously improve.  Travel is an essential requirement of the post. |  |