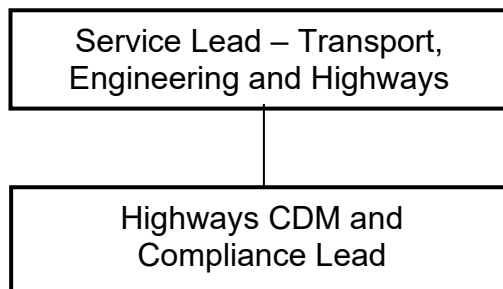




# Job Description & Person Specification

|                     |                                  |              |    |                  |       |
|---------------------|----------------------------------|--------------|----|------------------|-------|
| <b>Post Title</b>   | Highways CDM and Compliance Lead |              |    |                  |       |
| <b>JE Reference</b> | X209                             | <b>Grade</b> | H+ | <b>SCP Range</b> | 35-37 |

## Reporting line:



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## Job Purpose:

To provide strategic leadership and authoritative assurance for health, safety, CDM and compliance across the Transport, Engineering and Highways service. The postholder will lead a practical, risk-based framework that ensures the Council fulfils its statutory and client duties, strengthens governance and contractor accountability, and embeds consistently safe and compliant delivery across operational and capital activities. Working with senior managers, project teams, designers, operational teams and contractors, the role will set standards, provide expert advice, oversee assurance and drive continual improvement in safety performance and culture.

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## Relationships:

**Accountable to:** Service Lead – Transport, Engineering and Highways

**Accountable for:** NA

**General Contacts:** Highways Engineering and Construction Manager, Construction Officers, Operatives, Senior Operatives, Engineers, Senior Engineers

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## Key duties and responsibilities:

1. Lead the development, implementation and continual improvement of highways health, safety, CDM and compliance arrangements across operational and capital activities.
2. Provide authoritative, risk-based advice to senior managers, project managers, designers, construction officers, operational teams and contractors on statutory duties, governance and safe delivery.

3. Assure the Council's discharge of its client and other duty holder responsibilities under the Construction (Design and Management) Regulations 2015, escalating significant gaps and risks.
4. Establish and deliver a proportionate programme of site inspections, audits and assurance reviews covering planned, reactive and minor highways works.
5. Hold contractors and in-house teams to account for compliance with legislation, contracts, permits, risk assessments, method statements and safe systems of work, ensuring corrective actions are completed.
6. Exercise professional judgement and authority to challenge, stop or escalate unsafe or non-compliant activities and secure timely, proportionate resolution.
7. Lead or oversee investigations into accidents, incidents, near misses and relevant public complaints, ensuring robust root-cause analysis, statutory reporting and organisational learning.
8. Embed safety and compliance requirements within service planning, procurement, design, mobilisation and delivery so that risks are managed at the earliest opportunity.
9. Set clear standards and influence a positive safety culture, promoting accountable leadership, dynamic risk assessment and consistent safe behaviours across the service and supply chain.
10. Develop and commission targeted briefings, toolbox talks, inductions and training, maintaining oversight of competence, compliance needs and professional development priorities.
11. Maintain effective assurance records and analyse inspection, incident and non-compliance data to identify trends, report performance and drive evidence-based service improvements.
12. Represent the service in liaison with corporate health and safety teams, external regulators and other stakeholders, coordinating responses to inspections, investigations and regulatory enquiries.
13. Manage and report the service's safety and compliance training budget, ensuring resources deliver value for money and support strategic and operational priorities.

#### **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.

4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

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**Last Updated:** October 2026

**Author:** R Asadi

| POST TITLE                      | GRADE |
|---------------------------------|-------|
| Highway CDM and Compliance Lead | H+    |

### **NOTE TO APPLICANTS**

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

| CRITERIA          | NECESSARY REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                          | * M.O.A. |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------|
|                   | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                |          |
| <b>EXPERIENCE</b> | <ul style="list-style-type: none"> <li>• Significant experience in a health and safety or compliance role within an operational environment such as highways maintenance, utilities, construction, civil engineering or a local authority environment.</li> <li>• Significant Experience of applying health and safety legislation within operational or site-based environments.</li> <li>• Demonstrable Proven track record of undertaking audits, inspections, audits and incident investigations.</li> <li>• Experience of working with contractors and managing compliance within contract frameworks.</li> <li>• Experience of contributing to or leading continuous improvement initiatives.</li> <li>• Strong experience of working in or alongside frontline, site-based operations.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of managing a small team.</li> </ul> | A, I,    |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |       |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|
|                             | <ul style="list-style-type: none"> <li>• Experience of working directly with contractors and influencing safe behaviours on-site.</li> <li>• Experience of dealing with real-time operational issues and applying practical solutions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |       |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>• Strong knowledge of health and safety management systems and risk management principles.</li> <li>• Excellent analytical skills with the ability to interpret data, identify trends, and recommend solutions.</li> <li>• Ability to influence and challenge constructively at all levels of the organisation.</li> <li>• Strong communication skills, both written and verbal, including report writing and presenting.</li> <li>• Ability to manage competing priorities and work independently with minimal supervision, managing a varied workload, and prioritise site-based activities.</li> <li>• High attention to detail and commitment to maintaining high standards of compliance.</li> <li>• Proficient in using IT systems, including Microsoft Office and health and safety management systems.</li> <li>• Strong practical understanding of health and safety in live highway and construction environments.</li> <li>• Ability to identify unsafe practices quickly and take proportionate, confident action.</li> </ul> |  | A, I, |

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                              |         |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
|                                                     | <ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to influence and challenge operatives and supervisors constructively.</li> <li>• Ability to communicate clearly and concisely with frontline staff, including delivering toolbox talks.</li> <li>• Strong observational and problem-solving skills in dynamic, high-risk environments.</li> <li>• Competent in maintaining accurate records and using digital inspection/reporting systems.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                              |         |
| <b>EDUCATION/<br/>QUALIFICATIONS/<br/>KNOWLEDGE</b> | <ul style="list-style-type: none"> <li>• NEBOSH General Certificate (or equivalent)</li> <li>• Strong working knowledge of: <ul style="list-style-type: none"> <li>○ Health and Safety at Work Act 1974</li> <li>○ CDM Regulations 2015</li> <li>○ RIDDOR</li> <li>○ New Roads and Street Works Act (NRSWA)</li> <li>○ Chapter 8 Traffic Management / Safety at Street Works and Road Works</li> </ul> </li> </ul>                                                                              | <ul style="list-style-type: none"> <li>• Degree in relevant subject area</li> <li>• NEBOSH Construction Diploma</li> <li>• Membership of IOSH (TechIOSH or above)</li> <li>• Relevant operational safety qualification (e.g. NRSWA Supervisor/Operative, SMSTS/SSSTS, or similar)</li> <li>• Understanding of local authority governance and regulatory framework</li> </ul> | A, I, C |
| <b>OTHER REQUIREMENTS</b>                           | <ul style="list-style-type: none"> <li>• Ability to travel across the authority area to attend sites and offices.</li> <li>• Willingness to work outside normal hours occasionally to support operational needs.</li> <li>• Full UK driving licence.</li> <li>• Commitment to continuous professional development.</li> </ul>                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                              | A, I,   |

|                                                   |                                                                                                                                           |                                                                                                                               |     |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>COMMITMENT TO EQUAL OPPORTUNITIES</b>          | <ul style="list-style-type: none"> <li>• Commitment to equal opportunities and the ability to recognise the needs of different</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence of having completed training in equality and diversity awareness</li> </ul> | A,I |
| <b>COMMITMENT TO SERVICE DELIVERY/ CUSTOMER C</b> | <ul style="list-style-type: none"> <li>• Commitment to provide a customer-focussed service</li> </ul>                                     | <ul style="list-style-type: none"> <li>• Evidence of surpassing customer expectations or service targets / goals</li> </ul>   | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE  
R = REFERENCE