

Job Title	Trainee Health & Safety Advisor	Line Manager	CDM Team Manager
Responsible for	N/A	Location	Bracknell, Berkshire
Salary Scale	Range from £26,500 - £28,000 per annum + benefits		

Overview of Company

GHPC Group Ltd is a multi-disciplinary construction consultancy covering the whole of the UK. We offer an integrated development solution to the construction industry from an experienced team of Chartered Surveyors, Principal Designers, CDM Experts and Defects Claims Experts.

Our extensive professional expertise allows us to have a very realistic view of the development process; as such, we are trusted partners to many UK based developers and clients, able to provide our clients with a value-added, quality service for a flexible & workable price, allowing them to use us as much as they need.

We specialise in CDM and Health & Safety services, providing support and advice to clients across the UK.

Overview of Position

Working in the CDM and Health & Safety Team, as a Graduate Trainee Health & Safety Advisor you will provide day-to-day project support to the CDM and H&S Advisory Team, which will include getting to know how we work, gaining an understanding of the construction industry and what our clients do, and on a practical level will give you a lot of technical and administrative experience in compiling and formatting key project Health & Safety documents, which are so crucial to keeping our company and our clients on track and legally compliant.

This is an entry-level position, so you don't need to have any experience. This role has been designed to give you a launchpad to your career in health & safety and construction – it will give you the opportunity to develop your career with GHPC over the next few years, with relevant training, experience and industry courses, engagement with senior experts in their field, and in-depth learning opportunities to ensure that you can progress towards a senior position within our team of experts.

You will be an enthusiastic, answer-seeking, motivated individual who is looking to soak up information from a very experienced and knowledgeable group industry specialists, looking to make a difference in the world and learn as much as you can about business and working for a dynamic corporate company. We will teach you as much as you want to learn – in return, we value loyalty, team players and a flexible approach.

Key Functions of Role

The position will involve (as a minimum):

- Working with a key CDM and H&S team member, learning about their project and client roster, getting to understand processes and documentation, and providing support as required.
- Liaising with clients, consultants and contractors to collect key project information, ensuring it is logically and clearly stored for easy access and provision of our crucial project audit trail.
- Reviewing and assessing the information provided by clients, consultants and contractors and other GHPC team members for key projects, including reports, drawings and surveys, extracting relevant information, and highlighting hazards and key project constraints.
- Visiting client project sites to assess potential hazards, review site boundaries and traffic access restrictions, taking photographic record to be able to provide a clear presentation of the project to clients.
- Taking ownership of key project work tasks, completing to the best of your ability, asking for assistance or input from senior team members as required and doing what it takes to get the job done.
- Preparing and co-ordinating key project health & safety documents and ensuring high-quality and detailed completion of work.
- Assisting with project administration including invoicing in-line with monthly requirements and preparing monthly reporting figures.
- Assisting with file review and audit preparation, ensuring that project files are complete and accurate.
- Assisting other Company departments as required, ensuring good communication and input into the overall company processes and procedures as required. As well as any other duties we might reasonably ask you to carry out.

Key Attributes for Post Holder

- **Education:** You will probably have a university degree, but we also welcome stand-out candidates who have some demonstrable formal education with good grades for English & Maths at least.
- **Communication:** Enthusiastic communicators who can write and speak fluently in English, with a good vocabulary are really essential for this post – you'll not only need to regularly get in touch with clients and other project contacts by telephone and email, but you'll also have to develop a great relationship with the rest of the CDM and Health & Safety Team, asking questions, trying to find out as much as you can, keeping your mentors up to date with task progress, and generally taking a keen interest in the work that the company does.
- **Detail oriented:** A keen eye for detail is absolutely essential – you need to be able to spot hazards, problem-solve and identify crucial information so that we can give the very best advice to our clients. Taking pride in what you do will go hand-in-hand with this, so being able to accept and learn from feedback from your more experienced colleagues will be vital to help you progress.
- **Computer whizz:** Being experienced using computers, software and IT systems is really important in this role, a confident attitude to learning new processes is really going to help you develop here, and you may even have skills which can be developed in the wider team.
- **Curiosity:** You might not know much about it already, but you will be best suited to this role if you are curious and have a thirst for knowledge, respecting the experience of team members and clients who have been working in the construction industry for years already, and just generally wanting to learn as much as you possibly can to progress your career and benefit the company.
- **Responsible:** Although you will be mentored by skilled team members, you will thrive if you are self-motivated and able to plan your work well, always looking for new opportunities when you can demonstrate that you are capable of increased responsibilities.
- **Flexible:** Flexibility is going to be really important in this role too, because that is how you will learn as much as possible, so being open to new and different ways of doing things and trusting your mentors to guide you in the right direction will set you up really well.
- **Presentable:** As a professional business, we value people who present themselves to work in a smart and business appropriate way – we do of course welcome individuality and expression, and we try to balance our expectations with client and partner requirements and what is appropriate in a working environment.
- **Driver:** If you have a full clean driving licence it will be an immediate advantage to you in this post – since it will mean you are able to get out on-site much quicker, which may help you to progress more quickly. Don't worry if you don't have a licence though, there is still plenty of learning and progression from an office-based approach, but you might decide you want to work towards getting your licence anyway.

Some of the legal small print about the position

- This position is offered on a full-time, permanent basis.
A six-month probationary period will start from the date of commencement of employment with the potential for intermediary reviews during this period.
- The postholder must be able to demonstrate their right to live and work in the United Kingdom.
- This position is office based in Bracknell. This will help you to get the best out of your trainee position and receive the best possible training & mentoring. It also gives you the opportunity to develop important professional and social relationships with other team members, which will be crucial for your career progression.
- The position may involve some travel to sites, client offices, other company offices, on occasion requiring overnight stays.
- This position attracts 25 days annual leave (plus bank holidays).
- The Company offers all employees the opportunity to have an extra day of leave on their birthday each year, on a non-contractual basis (if after your date of commencement and following completion of your probationary period).
- The Company operates a non-contractual Holiday Buy-Back Scheme, details of which will be provided separately.
- Hours of work are minimum of 40 hours per week - start & finish times are reasonably flexible provided office, client and company needs are met in full and minimum weekly hours are covered. *If required by a particular deadline or other circumstance, the Company may request overtime working.*
- The company operates a group personal Pension Scheme and will make employer contributions in line with auto-enrolment (currently 4%), in addition to contributions made into the scheme by you. *This is available after three months of employment.*
- The company operates a private company medical scheme, which is available to all employees. You may opt to extend this to cover family members and/or dental plan by a personal contribution. *This is available after successful completion of the probationary period.*
- This post offers a significant opportunity for professional development and career progression, in a supportive and collaborative working environment.