

Job Title	Construction Health & Safety Advisor	Line Manager	CDM Team Manager
Responsible for	N/A	Location	M4 Corridor / Midlands
Salary Scale	Range from £40,000 - £45,000 per annum + car allowance (£4,800 pa) + 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.

Key Functions of Role

The position will involve (as a minimum):

- Representing the Company as a key Client contact across the UK.
- Carrying out the duties of a Construction Health & Safety Advisor on behalf of GHPC for appointed clients, to plan, manage, monitor and co-ordinate health & safety.
- Acting as a Construction Health & Safety Advisor, regularly attending client sites to carry out SHE inspections & compliance inspections, issuing reports within 24 hours. Raising any high-risk issues with Client and Line Manager before leaving site, ideally agreeing resolution before leaving site.
- Taking responsibility for invoicing your own projects as soon as a task is complete, liaising with accounts regularly and ensuring that you deliver against personal and team monthly targets, and managing invoicing and supporting accounts in pursuing unpaid invoices.
- Assuming key responsibility for delivering health & safety services to clients to support bespoke BS OHSAS 18001 Occupational Health & Safety management systems and future upgrade to achieve ISO 45001.
- Preparing, assessing, assisting and supporting the development of bespoke Client Health & Safety systems including preparation of policies, procedures and risk assessments.
- Acting as a key interface between members of client teams in relation to Health & Safety matters, regularly liaising with other team members, and others to deliver services within an agreed remit, programme and budget.
- Providing health & safety advice and support to Client Teams, advising clearly of their legal duties; attending and chairing meetings, carrying out audits, data collation and recording, report writing, creating templates and checklists, visiting and reviewing arrangements and advising recommendations; implementing agreed revised arrangements by delivering required documentation including updating or creating new appropriate policies and procedures.
- Providing health & safety training as required by clients, especially in relation to client SHE systems.
- Reviewing, preparing, co-ordinating & distributing relevant H&S information to other design & project team members, using company format as required.
- Reviewing Construction Phase H&S Plans prepared by Principal Contractor and advising on suitability (as required).
- Reviewing Risk Assessments and Method Statements and issuing formal review reports.
- Taking responsibility for weekly and monthly targets and required outputs, and managing personal invoicing, reviewing and managing project delivery and information flow to achieve deadlines and company and personal monthly targets.
- Attending weekly Team Meetings & co-ordinating with line management and colleagues to discuss and agree workload, discuss project allocation and support and contribute to maximising your personal and the team's monthly invoicing.
- Supporting the team leader and other team members in their work, reviewing & advising on deadlines. Liaising with colleagues, providing H&S advice & support as necessary, ensuring good communication and input into the overall company processes and procedures as required.
- Preparing and issuing fee proposals, notifying clients of additional charges and ensuring Purchase Orders are obtained prior to work delivery, as applicable.
- Maintaining accurate and comprehensive electronic project records, including meeting minutes, for all projects, following company protocol ensuring full audit trail is kept clear and up to date.
- Supporting and mentoring junior team members and co-ordinating with all team members, management and HR.
- Identifying regional business development opportunities generally and assisting with the growth of Client base.
- Support and contribute to the development of creative solutions and improvements to company procedures and service delivery challenges.
- Ensuring that knowledge is kept up to date, in terms of safety legislation, construction methods & processes, other associated legislation and anything else related to the role – in particular developing “key skills” and “specialist knowledge base”. Completing CPD as required by Professional Membership Bodies to maintain qualifications. Subsequently sharing knowledge with other colleagues to ensure corporate intelligence is consistently maintained.
- Promoting all services currently offered by all Group companies to all Clients and any other duties as reasonably required by the Company.

Key Attributes for Post Holder

- It is essential that you have previous experience of acting as a Construction Health & Safety Advisor in order to fulfil this position, and you must also have current membership of Institution of Occupational Safety and Health (IOSH) with minimum of Tech IOSH, but CMIOSH designation preferred (or working towards).
- A thorough, excellent understanding of the health, safety & environmental legislation is also essential, including the Health & Safety at Work Act, the Management of Health & Safety at Work Regulations and specifically, the Construction (Design & Management) Regulations 2015. You must also have a demonstrable understanding of design and construction drawings, and excellent knowledge of the built environment and construction processes, with significant experience of working in the construction industry.
- An existing Health & Safety qualification is essential - preferably NEBOSH Diploma and/or NEBOSH Construction Certificate. Whilst not essential, we would expect you to have a degree or equivalent in a Built Environment subject and/or membership of other relevant professional bodies (MCABE, MCIOSH, RIBA, MRICS, MAPM, MISTructE, MICE, CEng, etc). It would also be a significant advantage if you hold the NEBOSH Fire Safety Certificate (or equivalent).
- Previous experience of working as a CDM Advisor and Principal Designer is desirable, but not essential. Previous experience of delivering training and preparing and delivering presentations is desirable, but not essential.
- Ambitious, enthusiastic and self-motivated individual able to work independently and unsupervised whilst being able to integrate well as a team member and manage and motivate others.
- This role will require a confident individual who has the ability to develop and maintain relationships with a wide variety of personalities and professional bodies during projects.
- Excellent communication skills are essential, as well as the ability to converse confidently with people - excellent written & spoken English with a keen eye for detail is absolutely essential for the role. Excellent telephone manner & ability to remain calm in all situations.
- Integrate well as a team member and generally possess a flexible attitude, with excellent organisational skills and ability to prioritise workload & multi-task.
- Excellent presentation, report writing and communication skills - with the ability to deal with staff at all levels and handle difficult situations with diplomacy.
- Exceptionally well-organised individual and a strong commercial awareness, and the ability to prioritise workload and flexibility to multi-task.
- Highly IT literate and competent, experienced user of reporting tools, general Microsoft Office software (including Microsoft Word to a highly proficient level), mobile phone software and general operating systems. Must have a confident attitude towards the use of technology.
- Excellent attention to detail, a common-sense approach to business and client requirements and the ability to read situations quickly and accurately is essential.
- Smart (business appropriate) appearance, discreet nature, flexible attitude, and a general commitment to do what it takes to get the job done.
- Full clean driving licence absolutely essential - since the post requires regular travel within the UK to construction sites which are not accessible by public transport.

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 home-based, with occasional visits to our head-office in Bracknell (including for induction). The position will involve frequent (daily) travel to sites, client offices, other company offices, and may require 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 the opportunity for professional development, in a supportive and collaborative working environment.