

Job Title	CDM Principal Designer and H&S Advisor	Line Manager	CDM Team Manager
Responsible for	N/A	Location	West of Scotland
Salary Scale	Range from £45,000 - £55,000 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.
 - Responsibility for managing your own CDM projects - being the key interface between & liaising with the Client Teams, Design Teams, Principal Contractors, and others to deliver projects in line with the Client's remit, programme and budget, assisting with project delivery and information flow, reviewing & advising on project deadlines and providing advice & support as required, as well as reviewing agreed work orders proposal and ensuring all tasks completed.
 - 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.
 - Preparing and issuing fee proposals, notifying clients of additional charges and ensuring Purchase Orders are obtained prior to work delivery, as applicable.
 - Carrying out the duties of Senior Principal Designer / CDM Advisor as appropriate to appointment, on behalf of the company for appointed projects: to plan, manage, monitor and co-ordinate Health & Safety in pre-construction phases of projects, including identifying, eliminating or controlling foreseeable risks and ensuring designers carry out their duties. Collating and co-ordinating risk registers and risk assessments.
 - Carrying out the duties of Health & Safety Advisor as appropriate on behalf of the company for appointed projects: deliver agreed health & safety services and prepare required Client H&S documentation and templates all to Client requirements and manage Client expectations.
 - Provide CDM & Health & Safety advice and support to Client Teams, advising clearly of their legal duties and assisting with guidance on strategic documentation and developing bespoke policies, procedures and documentation to support achievement of required accreditations.
 - 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.
 - Attending Design & Project Meetings & co-ordinating Design Review Workshops as required throughout projects (including temporary works review meetings).
 - Visiting project sites prior to construction to carry out initial risk appraisals
 - Visiting live construction sites to carry out Client SHE Inspections and Client Monitoring and prepare & issue reports within 24 hours (as required).
 - Preparation and production of Pre-Construction Information, CEMPs, CPP's and supporting team members to prepare.
 - 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 (both to Client and other GHPC CDM colleagues).
 - Reviewing Risk Assessments and Method Statements and issuing formal review reports.
 - Overseeing preparation and production of Health & Safety Files as projects progress and reviewing those prepared by others. Supporting collation of the Client required Handover Information.
 - 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 CDM 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 a minimum of 5 years of experience acting as a CDM Principal Designer in order to fulfil this position, and you must also have current membership of the Association for Project Safety with minimum of IMaPS, but CMaPS designation preferred.
- A thorough, excellent understanding of the Construction (Design & Management) Regulations 2015 is also essential, along with a thorough understanding of associated legislation including the Health & Safety at Work Act and Management of Health & Safety at Work Regulations. You must also have a demonstrable understanding of design and construction drawings, with extensive experience of undertaking Design Risk Reviews, 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, MCI0B, RIBA, MRICS, MAPM, MISTructE, MICE, CEng, etc). It would also be a significant advantage if you hold the NEBOSH Fire Safety Certificate (or equivalent) and are CMIOH accredited.
- Ambitious, enthusiastic and self-motivated individual able to work independently and unsupervised whilst being able to integrate well as a senior team member and manage and motivate others.
- This role requires confidence and the ability to develop and maintain relationships with Clients and colleagues at all levels of seniority, and the ability to challenge Clients, Designers and Contractors on project proposals.
- 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.

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 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.