



<b>Job Title</b>	<b>Principal Designer &amp; CDM Advisor</b>	<b>Date</b>	<b>April 2024</b>
<b>Responsible to</b>	<b>Managing Director &amp; CDM Team Manager</b>	<b>Prepared by</b>	<b>HK</b>
<b>Responsible for</b>	<b>Junior CDM Team colleagues</b>	<b>Location</b>	<b>West Coast of Scotland / Hybrid Home Working</b>
<b>Salary Scale</b>	<b>£35,000 - £50,000 + £4,800 Car Allowance + Benefits</b>		

**The position will involve (as a minimum):**

- Representing the Company as a key Client contact across the UK.
- Preparing and issuing Fee Proposals, notifying clients of additional charges and obtaining Purchase Orders as applicable. Managing invoicing and supporting Accounts pursue unpaid invoices.
- 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. Reviewing accepted Fee Quote and ensuring all tasks completed and invoiced.
- Responsibility for updating Workload and Invoice Trackers and Client Project Trackers and invoicing your own projects as soon as a task is complete; liaison with accounts; delivering against personal and team monthly targets. Personal monthly targets will be set annually and reviewed quarterly. Failure to achieve personal monthly targets will be managed by formal review.
- Comprehending and carrying out thorough reviews of site project information and construction drawings, and identification of design, construction and maintenance risks through Design Risk Reviews.
- Carrying out the duties of Principal Designer / CDM Support Advisor as appropriate 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.
- Provide CDM advice and support to Client Teams, advising clearly of their 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
- Preparation and production of Pre-Construction Information, CEMPs, CPP’s and supporting team members to prepare.
- Reviewing, preparing, co-ordinating and distributing relevant Health & Safety Information to other design & project team members, using company format where required.
- Reviewing Construction Phase 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.
- Preparation and production of Pre-Construction Information, CEMPs, CPP’s and supporting team members to prepare.
- 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 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.



**Person Specification – Essential**

- A minimum of 5 years experience of acting as CDM Principal Designer is essential to fulfil this position with current membership of the Association for Project Safety with minimum of IMaPS.
  - A thorough understanding of the Construction (Design & Management) Regulations 2015, and other associated H&S legislation.
  - A demonstrable understanding of design and construction drawings, with extensive experience of undertaking Design Risk Reviews. Excellent knowledge of the built environment and construction processes with significant experience of working in the construction industry.
  - NEBOSH Certificate in Construction Health & Safety or equivalent.
  - The successful applicant will have a good working knowledge of the physical built environment and construction processes with significant experience of working in the construction industry. A thorough understanding of construction and site health and safety good practice.
  - Ambitious, enthusiastic, self-motivated individual able to work independently and unsupervised. Integrate well as a team member . This role requires confidence and the ability to develop and maintain relationships with Clients and colleagues at all levels of seniority, and ability to challenge Clients and Designers on project proposals.
  - Excellent written English skills are essential for the role. Highly IT literate and competent, experienced user of general Microsoft Office software. Must have a confident attitude towards the use of technology.
  - Excellent presentation, report writing and communication skills, and excellent organisational skills and the ability to prioritise workload with flexibility to multi-task.
- Smart appearance and a desire to develop personally along with the Company. A common sense approach to business and Client requirements.
- A driving licence is absolutely essential. Regular travel across England will be required.
  - Ensure provision of a roadworthy vehicle for business use that is suitable for all journeys to client’s offices, project and site meetings, visits, and where not available for any reason, hire a vehicle for business use (at your personal expense).

**Person Specification – Desirable**

- A degree or equivalent in a Built Environment subject and/or membership of other relevant professional bodies (MCABE, MCIQB, RIBA, MRICS, MAPM, MISTructE, MICE, CEng, etc).
- NEBOSH Fire Safety Certificate or equivalent.
- CMIOSH Accreditation (Chartered Membership of the Institute of Occupational Safety & Health).

**Additional Information about the Position and the Company**

- This position is offered on a full-time permanent basis.  
*A six-month probationary period will start from the date of commencement of employment.*
- The position is based from home but will involve visits to Client offices, sites and site meetings and occasional visits to the Bracknell office. Occasional overnight stays may be required.
- This position attracts 25 days annual leave (plus Bank Holidays) with January annual option to buy up to an additional 5 days.
- Hours of work are minimum of 40 hours per week - start & finish times are reasonably flexible provided 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 may pay for up to two professional membership renewals per year (following completion of probation period).
- The Company operates a formal Pension Scheme and will contribute 4% of gross basic salary to the scheme, in addition to any voluntary contributions made into the scheme by the employee. *This is available after 3 months of employment.*
- The Company operates a private company medical scheme, which is available to all employees. The Employee may opt to extend this to cover family members by a personal contribution. *This is available after successful completion of the probationary period.*
- **The company offers an individual development programme which is developed with your Line Manager establishing key targets and rewards (aims based on successful achievement of targets/stepping stone) for all employees who wish to develop one.**  
This is aimed at personal development to the benefit of the individual as well as the Company, which may be towards specific training needs, a professional or academic qualification and/or diversification of skill levels and experience within a different field to that currently undertaken as your main role. **The company encourages everyone to develop and diversify their own knowledge base and qualifications/skills.**