



GHPC Group Ltd

Principal Designer – Job Profile

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| Job Title | Principal Designer / CDM H&S Advisor | Date | December 2017 |
| Responsible to | Managing Director | Prepared by | HJK/MG/ET |
| Responsible for | N/A | Location | Bracknell, Berkshire 3-4 days per week and homeworking flexibility 1-2 days/week |
| Salary Scale | Competitive Salary + car allowance + benefits | | |

Key Functions of Role

This position will involve (as a minimum):

- Representing the Company as a key Client contact across the UK.
- Managing your own 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.
- Carrying out the duties of Principal Designer 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.
- Provide CDM advice and support to Client Teams, advising clearly of their CDM Duties and assisting with development of CDM strategy for projects.
- Assisting with the development of Client Health & Safety systems & policies where appropriate. Carrying out site Health & Safety inspections and issuing reports.
- Attending & co-ordinating Design & Project Meetings as required throughout projects (including temporary works review meetings).
- Visiting project sites prior to construction to carry out initial risk appraisals
- Visiting live construction to carry out Client SHE Inspections and Client Monitoring and prepare & issue reports within 24 hours (as required).
- Preparing, co-ordinating and distributing relevant Health & Safety Information to other design & project team members, using company format where 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.
- 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 managing CDM Team members, managing invoicing, assisting with project delivery and information flow, reviewing & advising on project deadlines and providing advice & support.
- Identifying regional business development opportunities generally and assisting with the growth of Client base.
- Working with all involved parties to develop expert and creative solutions to challenging construction problems, where off-the-shelf solutions will not suffice.
- 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”. 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.
- Any other duties as reasonably required by the Company.



Key Attributes for Post Holder

- **Previous experience of acting as CDM Co-ordinator and Principal Designer is essential** to fulfil this position with **current membership of the Association for Project Safety** with minimum IMaPS designation working towards CMaPS.
- **A thorough, excellent understanding of the Construction (Design & Management) Regulations 2015 is essential** along with a thorough understanding of associated legislation including the Health & Safety at Work Act and Management of Health & Safety at Work Regulations.
- **An existing Health & Safety qualification is essential** - preferably NEBOSH Diploma and/or NEBOSH Construction Certificate.
- **A relevant qualification (MSc, BEng, BSc, or equivalent) and membership of other relevant professional bodies (RIBA, MAPM, MCIQB, MRICS, MISTructE, MICE etc) is preferred.** The successful applicant will have an excellent knowledge of the physical built environment and construction processes with significant experience of working in the construction industry.
- Ambitious, enthusiastic, self-motivated individual able to work independently and unsupervised. 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 including interface with site management and operatives.
- Highly IT literate and competent, experienced user of general Microsoft Office software. Must have a confident attitude towards the use of technology.
- Excellent understanding of construction and site health and safety good practice and ability to interface with Site Management on H&S issues.
- Integrate well as a team member, possess good management skills and generally possess a flexible attitude to work.
- Excellent organisational skills and the ability to prioritise workload with flexibility to multi-task. Excellent presentation, report writing and communication skills.
- Smart appearance and a desire to develop personally along with the Company. A common sense approach to business and Client requirements.
- **A full clean UK driving licence is absolutely essential** for this position since it will require extensive travel.

Additional Information about the Position and the Company

- This position is offered on a full-time, permanent basis.
A standard six-month probationary period will start from the date of commencement of employment.
- The position is based from our main office in Bracknell, Berkshire for at least 3-4 days per week, with flexibility for some homeworking.
- Travel will be required to attend client offices, project meetings, site visits etc. on a regular basis. Overnight stays may be required, in order to fulfil the role.
- This position attracts 25 days annual leave (plus Bank Holidays).
- 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 operates a formal Pension Scheme and will contribute 3% 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 and Dental Care by a personal contribution. *This is available after successful completion of the probationary period.*
- The Company makes a Childcare Voucher Scheme available through which the Employee can use the government's Salary Sacrifice deductions. *Further details of this scheme are available upon request.*
- **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.