

JOB DESCRIPTION

JOB TITLE:	CDM Coordinator
GRADE:	5
REPORTING TO:	Major Works Manager
RESPONSIBLE FOR:	No Direct Reports

ROLE SUMMARY

The CDM Coordinator will have overall responsibility for Construction Design and Management services across believe housing, associated with the delivery of investment works, and in house repairs team, ensuring statutory duties under CDM 2015 are achieved.

MAIN DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your review process, the points below are a summary of your main duties and responsibilities.

- Ensure organisation-wide compliance with CDM 2015 for works from inception to completion.
- Provide technical expertise to ensure the effective management of all health and safety information in relation to CDM and carry out the principal designer role for believe housing ensuring that projects are planned and managed in line with regulations.
- Prepare and manage the CDM policy and procedure to ensure organisational adherence with regulation and best practice.
- Develop existing ways of working and implement changes to improve the effectiveness of existing arrangements and look at efficient methods for sharing information across the organisation and with contractors, consultants and customers.
- Lead in ensuring that safety is considered at all stages of the design and that temporary works designed elements are included in that process. In addition, the role includes ensuring the early identification of project specific pre-construction information for issue to the project team and ensure that it remains a living document.
- Ensure the safety of customers and members of the public by planning, controlling and mitigating the associated risks of construction work.

- Preparation of final health and safety **file** containing information in accordance with client needs.
- Liaison with the construction team and contractors to ensure that there is an ongoing exchange of health and safety information and that mitigation measures are being implemented.
- Carry out inspection of work-in progress and finished works to ensure projects are completed to a high standard, within designated timescales and in compliance with relevant legislation
- Taking a lead role in dealing with any emergency incidents involving construction work.
- Liaising with enforcing authorities and organisations in relation to health and safety issues as required.
- Provide technical advice and support to external/internal stakeholders, constructors, clients and the public.
- Keep up-to-date with current legislation, best practice and thinking with respect to relevant technical developments in the construction industry
- Responsible for seeking opportunities, problem-solving and continuous improvement whilst balancing customer experience, risk and availability of resources.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties. The nature of the post may require commitment outside of normal office hours, including working on evenings and occasionally at weekends when the needs of the Directorate require.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Recognised Health and Safety Qualification such as NEBOSH, IOSH 	<ul style="list-style-type: none"> Evidence of further Continued Professional Development
Experience	<ul style="list-style-type: none"> At least three years' hands-on experience in construction or health and safety Experience of working with a cross-section of teams and partners Experience of representing a business or team at internal and external meetings 	<ul style="list-style-type: none"> Proven technical competence and experience of design and construction gained from broad experience of industry sectors
Skills/ knowledge	<ul style="list-style-type: none"> Attention to detail with implementation and maintenance of standards in relation to data and code. Comprehensive knowledge and application of CDM and associated legislation and site safety practices together with practical and technical construction, maintenance and Demolition knowledge Significant knowledge and understanding of Building Regulations Good organisational skills and ability to produce quality work to tight deadlines Extensive knowledge of safety management systems and with experience of their implementation. Excellent interpersonal and communication skills demonstrating the ability to effectively communicate, consult, influence and negotiate with a wide range of people at all levels with users 	