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| Job Title | CDM Consultant  |
| Business Unit | Building & Real Estate  |
| Location | Home  |
| Purpose | * To ensure SOCOTEC’s clients projects are suitably managed, ensuring the health and safety (H&S) of all who might be affected by the work, including members of the public, specifically under the Construction (Design and Management) Regulations 2015 and other associated legislation
* Be responsible for the delivery of professional CDM consultancy within a geographical area, or with selected customers, as specified by your line manager and achieve effective and efficient operation in accordance with SOCOTEC’s policies and their relative priorities
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| GeneralResponsibilities/Specific Duties | * Carry out agreed procedures to provide effective and efficient CDM services, with minimal assistance, on a range of projects in terms of size and complexity and location
* Liaise with applicants, agents, consultants or statutory bodies, duty holders and members of the public
* Prepare and provide customer quotations
* Work with our customers to identify the right CDM service according to complexity and risk of the project, providing advice and helping the duty holders fulfil their obligations
* Proactive liaison with design teams to identify key hazards and interfaces with other designers
* Facilitation of risk workshops for the project and working with individual designers to find suitable mitigation measures, or a reduction of those risks to more acceptable levels
* Identification and collation of relevant information required by different team members ensuring that suitable information is available at the right time throughout the lifecycle of the project
* Liaison with the Construction team to ensure that there is an ongoing exchange of health and safety information and that mitigation measures are being implemented
* Preparation of final health and safety file containing information in accordance with client needs
* Work on your own initiative to actively undertake, monitor and close out projects allocated to you
* Understand and help deliver agreed KPI’s, in collaboration with your team and line manager
* Positively promote SOCOTEC’s CDM Service and complimentary services
* Support, contribute and comply with quality processes as directed by departmental procedures/management
* Advise your line manager, or other appropriate manager, if your duties and responsibilities cannot be properly performed
* Attend any committees or working groups of SOCOTEC or the client as may be required and carry out any other associated duties as directed by your line manager
* To take responsibility for maintaining your own health and attendance and comply with relevant health and safety, equalities and diversity requirements for SOCOTEC
* Demonstrate the effective use of the range of communication methods available: written, spoken, electronic, and use these methods in appropriate ways suitable to the context and situation
* Promote good performance, developing clear, structured and efficient ways of managing workload and delivering results
* Demonstrate the effective and efficient use of the full range of resources provided by SOCOTEC
* Understand the needs and requirements of your customers, to provide excellent customer service, and to involve customers in the improvement of services. Highlight to your manager any business development opportunities that you encounter
* Be involved, when asked, in any marketing opportunities including exhibitions, seminars and industry events
* Actively foster good working relationships with colleagues and customers in order to collectively achieve SOCOTEC’s direction and ambition and assist your team to progress towards achieving agreed goals and objectives
* Play an active role in your structured and constructive appraisal, understand your objectives and action any appropriate development needs
* Seek management involvement in any high-profile meetings with existing and potential major accounts
* Assist when asked SOCOTEC’s Graduate and Apprentice Training programme and support Assistant Surveyor’s as requested. Assist when asked in the delivery of in-house or external customer CPD sessions
* Assist with any quality audits of processes and job files
* To effectively communicate the organisation’s vision and values both internally and externally. Promote a culture of openness and understanding, ensuring important information is shared promptly
* Foster positive relationships with all agencies and partners relevant to the organisation.
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| Qualifications | * H&S qualifications or specific experience:
* NEBOSH construction preferred, TechIOSH minimum working towards GradIOSH or willing to work towards such membership with evidence of CPD programme and a minimum of five years relevant industry experience, involving the implementation & management of safety
* A minimum of 5 years specific industry experience within CDM working on a range of projects in terms of size and complexity with specific focus on designer, client & contractors’ duties and responsibilities
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| Competencies | * Good knowledge and application of CDM and associated legislation and site safety practices together with practical and technical construction, maintenance and demolition knowledge
* Excellent communications skills – written & oral – with the ability to communicate effectively with members of the public, colleagues and managers and external agencies
* Clear evidence of use of Microsoft Office and/or CRM systems (Customer Data Base)
* Capable of working effectively both independently and within a team
* Ability to effectively organise and prioritise own workload to ensure exacting deadlines are met
* Detailed and efficient record keeping
* A commitment to continuous improvement of the service
* A good knowledge of safety management systems and ideally some experience of their implementation
* Full driving licence and use of a car

NB. The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by the Accountable Board Director or his/her representative. |
| Mandatory Training | * SOCOTEC Online Health & Safety Training modules - paid for by the company
* SOCOTEC Online HR Policies Awareness modules - paid for by the company
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