

Role Title: Health and Safety/CDM Advisor, Concertus Design & Property Consultants Ltd

ROLE PURPOSE: You will develop, maintain and protect health and safety standards for and on behalf of The Concertus Group. You will be responsible for health and safety within the Concertus office and throughout our Quality Management System. You will assume a CDM role within our project team by planning the work and risks involved within our projects from initiation through to completion. You will work in accordance with current health and safety legislation. Reports to Business Manager.

Accountabilities

1. Responsibilities and Duties

- Investigating/recording incidents, accidents, complaints and cases of ill health
- Undertaking risk assessments and site inspections
- Ensuring that equipment is installed correctly/safely
- Identifying potential hazards
- Determining ways of reducing risks
- Writing internal health and safety policies/strategies
- Maintaining health and safety within the Quality Management System
- Compiling incident and other health and safety statistics
- Drawing up safe operational practices and making necessary changes
- Writing reports, bulletins and newsletters
- Making presentations to groups of employees/managers
- Providing health and safety meetings and training courses for employees
- Keeping up to date and ensuring compliance with current health and safety legislation

CDM

- Making our clients aware of the client duties under CDM 2015
- Leading the risk identification and reduction through design process
- Undertaking occasional site safety inspections and audits
- Support the practice in developing and undertaking the Principal Designer duties of CDM2015

Measures of Success

- Effectiveness of cooperating and communicating work with others
- Accuracy of information about risks and how they are to be managed
- Feedback on ability to consult and engage with employees, clients and contractors on associated risks
- Feedback from colleagues and Line Manager
- Timely completion of tasks
- Performance reviews and appraisals
- Personal effectiveness

What you need to know

Qualified health and safety professional approved by the Institution of Occupational Safety and Health (IOSH)

Degree or equivalent in health and safety/ risk management preferred

Previous experience in health and safety role

High standard of communication and Analytical skills

Investigative skills

The ability to convey complex information

Patient and assertive, with excellent communication and interpersonal skills

Strong analytical, problem-solving and organisational skills.

IT literate and capable of acquiring and applying detailed legal, technical and regulatory information

Well-organised and apt in problem solving

Friendly and Professional
 Strong attention to detail and a high level of organisation

- Developing processes and procedures to streamline and embed CDM2015 thinking within the team at all levels
- Advising Senior managers and Directors on CDM issues
- Managing and monitoring the pre-construction phase of our projects and co-ordinating health and safety
- Assisting the client in identifying, obtaining and collating the pre-construction information
- Providing pre-construction information to designers, the principal contractor and contractors
- Ensuring that designers comply with their duties and co-operate with each other
- Liaising with the principal contractor for the duration of the appointment
- Preparing and controlling the health and safety file
- In the cases that external designers are appointed you will ensure that they have the relevant skills, knowledge and experience to deliver their work.

How you Act

Takes Ownership

Uses Initiative

Team player

Problem Solver

Thinks outside the box

Pre-empts tasks

Approachable

Able to deliver clear and accurate
information

Team-player

Ability to multi-task

Ability to plan

Flexible working

Uses initiative

Well-organised