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Job Profile and Person Specification

Post:	Design & Safety Advisor
Reporting Relationship:	Building Services and Projects Manager
Salary:	Grade 7
Summary of Role:	<p>The Design & Safety Advisor will Champion Health and Safety for Technical Services and ensure compliance with H&S Regulations. They will provide Health and Safety support to project teams in connection with construction and property maintenance activities.</p> <p>Key Responsibilities and accountabilities will include:</p> <ul style="list-style-type: none">• Provide specialist professional advice and recommendations as it applies to the industry.• Prepare and maintain project level CDM compliance strategies.• Undertake due diligence of the Principal Designer role across projects.• Inform and assist clients in discharging their duties at each stage of the process under the CDM Regulations.• Receive strategic briefs and advise on the development of the project brief.• Review implications of procurement methods in respect of CDM regulations.• Carrying out design reviews with team members and co-ordinate health and safety matters.• Undertake other professional and technical duties in relation to vacant properties.• Represent the LLP in a professional and diligent manner meeting, negotiating and corresponding with clients to form strong working relationships.• Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to.



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	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	<p>NEBOSH Health and Safety Management for Construction (UK) or equivalent.</p> <p>Construction related qualification to a minimum of HNC</p> <p>Experience of undertaking Health and Safety duties in a construction related environment.</p> <p>Commitment to CPD providing supporting evidence.</p> <p>Full driving licence.</p>	<p>A recognised professional qualification such as Chartered Engineer, Chartered Architect or Chartered Building Surveyor or sufficient equivalent experience.</p> <p>Certified member of the Association for Project Safety (CMaPS) or similar.</p>	<p><input checked="" type="checkbox"/> Application Form</p> <p><input checked="" type="checkbox"/> Certificate(s)</p>
Skills, Knowledge & Competencies	<p>Experience of working on a diverse portfolio of non-domestic assets.</p> <p>Experience of all current statutory and legislative requirements to perform the duties of the post.</p> <p>Excellent communication, presentation and report writing skills.</p> <p>Excellent time management, analytical and problem-solving skills.</p> <p>Excellent Client management skills.</p> <p>Skilled in the use of information technology including all Microsoft programmes.</p>	<p>Experience of delivering the role of Principal Designer / CDM Co-ordinator to public sector clients.</p> <p>Knowledge of asset management systems.</p> <p>Experience of managing vacant property.</p>	<p><input checked="" type="checkbox"/> Application Form</p> <p><input checked="" type="checkbox"/> References</p> <p><input checked="" type="checkbox"/> Interview</p>



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CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Delivering Results - Motivation (level 2)	<ul style="list-style-type: none"> • Balance any conflicting priorities when you need to. • Give out work and delegate to other people, based upon their strengths and how much time they have. • Organise people and work in the best way to achieve results. • Enjoy a challenge and work well even when time is short and things are difficult. 		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Delivering Results - Planning (level 2)	<ul style="list-style-type: none"> • Produce complete detailed and realistic project plans. • Balance any conflicting priorities when you need to. • Organise and plan events, activities and resources to make sure that projects or goals are met within agreed timescales. • Uses the right skills to manage projects successfully and get the right results. 		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
Personal Effectiveness - Communicating (level 2)	<ul style="list-style-type: none"> • Choose the best way for communicating for your audience and situation. • Can keep themselves and team focused on the most important things, but let other people express their views • Can produce clear, concise and easily understood written communications • Can share relevant and important information on time, with your team. 		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview

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<p>Personal Effectiveness - Decision Making</p> <p>(level 2)</p>	<ul style="list-style-type: none">• Can explain why decisions have been made and use examples to support them.• Can make sensible decisions after getting all the information required and thinking about alternative options.• Confidence to say what needs to be said tactfully.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview
<p>Providing Excellent Customer Service - Collaboration</p> <p>(level 2)</p>	<ul style="list-style-type: none">• Encourage people to share information so that they can achieve the right outcome.• Ask for help from colleagues or experts outside of the Council.• Try to improve your performance as well as meeting personal goals.• Build strong relationships with colleagues and customers, beyond just working together on shared tasks.		<input checked="" type="checkbox"/> App. Form <input checked="" type="checkbox"/> Interview