Role profile

Job title: CDM Adviser
Grade: CP
Discipline: Quality and Compliance

Role purpose:
The CDM Adviser will be responsible for contributing in the effective management and control of projects under the CDM Regulations and Legislation for construction and engineering works.

Accountabilities:
1) Assist in the provision of a professional advisory service for CDM health and safety issues.
2) Act in the role of CDM Adviser on projects including responsibility for appropriate communication and notifications being sent to Health and Safety Executive.
3) Advise and assist clients, contractors and the team in the carrying out of their duties on CDM projects and complying with health and safety legislation.
4) Assist and produce pre-tender health and safety plans that satisfy the requirements of the CDM Regulations and contribute effectively to site safety.
5) Provide advice on matters of health and safety to clients and CDM duty holders as required.
6) Contribute to the initiation, development and review of policies and current practices affecting the CDM Process and to ensure that where necessary such policies are adhered to by all members of the team.
7) Responsible for identifying business opportunities.
8) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
9) This role requires frequent travel to other offices and sites.
10) Carry out duties appropriate to the grade of the post.
11) Promote continuous improvement and deliver demonstrable high quality products and services, which embrace quality standards.
12) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:
1) Professional membership of the Association of Project Safety and be working or prepared to work towards Chartered status – Essential
2) HNC/HND or equivalent in a Building related discipline – Essential
3) Holds a current site card or is prepared to immediately attain – Essential
4) NEBOSH Construction Site Safety or equivalent – Desirable
Skills and knowledge:

1) Experience in a similar or related role – Essential
2) Proficient in the use of Microsoft Office Suite - Essential
3) Familiar with relevant construction health and safety legislation and risks and hazards associated with asbestos – Essential

Competencies:

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<th>Level 2</th>
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<tbody>
<tr>
<td>Improving for excellence</td>
<td>Commercial focus</td>
<td>Drive for results</td>
<td>Customer focus</td>
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<td>Effective decision making</td>
<td>Managing positive relationships</td>
<td>Leadership and development</td>
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General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual’s responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Creation date: 25th October 2016

This role profile has been reviewed and validated by the Group Director – Human Resources. Last modified: 23rd December 2016