

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Corporate Resources	SERVICE GROUP: Built Environment
POST TITLE: Health & Safety Advisor	REPORTS TO: Senior Health & Safety Advisor
GRADE: PO4/05	SAP POSITION NUMBER:

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:
<ul style="list-style-type: none">• To act as Principal Designer and undertake all necessary legal duties under the Construction (Design and Management) Regulations 2015, and subsequent updates, across a range of Education, Commercial, Highways, Health Care, Residential and Arts and Culture projects ranging in value from £10k to £10m+• To provide technical and procedural advice to Clients, Client representatives, both internal and external Designers and Principal Contractors to ensure that projects meet the required technical standards in terms of Health and Safety, as defined by the Health and Safety at Work etc Act, the Health and Safety Management Regulations, the Construction (Design and Management) Regulations, and other associated safety legislation.• Supporting projects during the construction phase ensuring high safety standards are maintained on-site, reviewing Construction Phase Plans and RAMS, conducting site audits and compiling health and safety files during the project and handing over to the Client.

Main Responsibilities of Post:

- 1) Plan, manage and monitor Health and Safety, including identifying, controlling and eliminating foreseeable risk in the pre-construction phase of projects. Ensure compliance with the responsibilities of the Principal Designer.
- 2) Be experienced in the regulatory role of Principal Designer and the non-regulatory roles of Client CDM Advisor under the CDM Regulations 2015 and informing and assisting Clients in discharging their duties at each stage of a project under the CDM 2015 Regulations, including ensuring suitable management arrangements are in place throughout the project.
- 3) Carrying out thorough reviews of project information and design drawings, and the identify and mitigate design, construction and maintenance risks through Design Risk Reviews. Provide CDM advice and support to Client Teams, advising clearly of their duties, developing bespoke policies, procedures and documentation.
- 4) Responsibilities will include the preparation of F10 notifications, communicate pre-construction information, compiling pre construction information packs and advise Clients on their compliance with CDM 2015 regulations throughout project life cycles.
- 5) Establishing a record of principles and decisions taken in relation to Health and Safety from design inception, then monitoring and reporting to project completion.
- 6) Advising and assisting Clients on the appointment of competent Designers and Principal Contractors; reviewing H&S implications of procurement methods in respect of CDM 2015 Regulations.
- 7) Leading design reviews with team members and co-ordinating Health and Safety matters and issuing gateway reports to the design team to record outcomes.
- 8) Ensuring that Designers have considered and established safe methods for construction of unusual or complex designs, including this as part of the pre-construction information.
- 9) Attending and co-ordinating Design and Project meetings as required throughout projects.
- 10) Reviewing and advising on a Principal Contractor's construction phase plan on behalf of the Client and advising when these are considered developed sufficiently for work to start on site.
- 11) Ensuring via site audits the Construction Phase Plan is correctly and appropriately implemented and amended as necessary whilst ensuring suitably developed RAMS are applied during the Works.
- 12) Compiling Health and Safety files during the project and handing over to the Client on completion.
- 13) Keeping up-to-date with the latest building design and construction techniques and procedures so that office standards and procedures can be improved. Assisting the

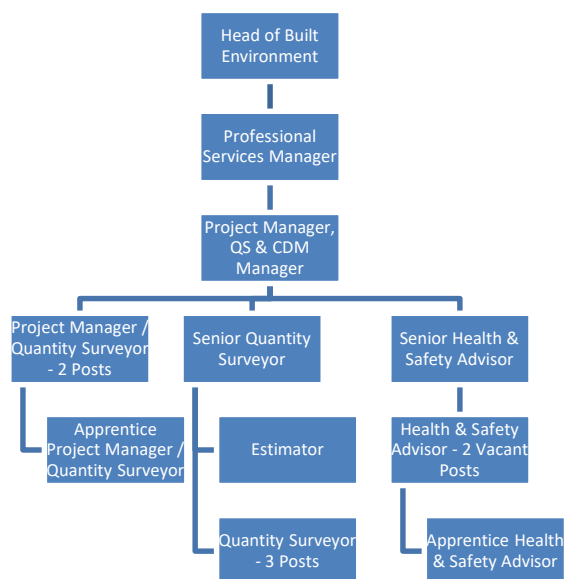
Competency Based Job Profile

Senior H&S advisor in the design and provision of in-house CDM and Health and Safety Training to achieve the Departments learning and development targets.

14) Developing and implementing the use of all IT systems to their full potential. Be committed and support office systems to increase the efficiency of the operational process.

15) Representing the Council in a professional and diligent manner with our Client and their appointed Designers and Principal Contractors, to form strong working relationships.

Structure:



Special Knowledge Requirement: Will be used for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the <u>Advanced threshold</u> level which will be implemented where the post requires a greater level of sensitive interaction with the public,(e.g. in children's centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously, almost effortlessly. b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language.	X
To provide technical and procedural advice to Clients, Clients Agent, Designers and Principal Contractors, across a number of industry sectors including but limited to Education, Commercial, Highways, Health Care, Residential and Arts and Culture, to ensure that the project end product meets the required technical standards in terms of Health and Safety, as defined by the Health and Safety Management Regulations, the CDM Regulations, and other associated legislation.	X

Competency Based Job Profile

Demonstrate a clear understanding of current construction techniques and competencies, and the application of safe codes of practice to those techniques. Able to explain and understand current specifications, design standards, contract conditions and options for service delivery.	X
Able to provide clear verbal and written high level technical advice to a wide range of specialist and non-specialist audiences, including assisting Clients to comply with legislative requirements.	X
Able to interpret, understand and utilise complex technical information, legislation, sources of operational guidance and Architectural, Structural, Mechanical and Electrical schematic plans, diagrams and drawings for a wide range of building construction.	X
Understands and applies Health and Safety working practices, including risk in own area of work and / or across other areas of work, including Building Control, Planning, Listed Buildings and across a section of building types. Able to explain and implement risk management processes, assisting the Client and Designers to manage and record risk mitigation through a project lifecycle.	X
Able to demonstrate and implement strategies for ensuring Designer and Principal Contractor skill, knowledge and experience are checked, verified and suitable for specific projects.	X
Knows and understands how to analyse, interpret and present complex information from a variety of sources including verbal and written.	X
Use or have knowledge of a range of specialist ICT systems across own work area, including but not limited to MS Office, Teams and SharePoint.	X
Be well organised, able to make decisions, achieve objectives and meet deadlines. Have ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively.	X

Relevant experience requirement: Will be used for shortlisting.
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold level outlined under Special Knowledge above.
Significant post qualification Construction Experience.
Significant experience in Construction Health & Safety.
Have a good understanding and knowledge of relevant statutory compliance, particularly CDM, Building Regulations and Fire Safety.
Experience of a wide range of Clients from different cultural backgrounds.
Relevant professional qualifications requirement: Will be used for shortlisting.
Formal Construction Trade / Professional qualification, (BSc, HNC, C&G Higher, etc) or demonstrable evidence of experience.
Construction H&S Qualification, as a minimum have successfully completed the NEBOSH National General Certificate in Occupational Safety and Health or the National Certificate in Construction Health and Safety or demonstrable evidence of experience.
Hold an appropriate professional membership e.g. IOSH, APS, CIOB or demonstrable evidence of experience.
As a minimum be a Technician Member of IOSH (Tech IOSH) or an Incorporated Member of the APS (IMaPS) or demonstrable evidence of experience.
Fire or asbestos and other vocational related qualifications are beneficial or demonstrable evidence of experience.
Able to demonstrate evidence of undertaking Continuing Professional Development (CPD) and maintenance of skills.

Competency Based Job Profile

Working Conditions:		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
Special Conditions:		
You will be informed if there is a requirement for the post to have recruitment check such as DBS or CSCS card.		
Hold a current driving licence.		
On occasions may be called upon to work evenings, weekends and Bank Holidays as required by the needs of the service.		
Must be able to physically attend site, including climbing ladders / scaffolding.		
On occasion may be required to enter confined spaces for inspection / audits.		
Compiled by: C Blackwell	Grade Assessment Date: 11th October 2022	Post Grade: P04/05
Date: 23/11/2022		