Role Definition

Job Title: CDM Consultant (CDMC) – Principal Designer role
Reporting To: CDM Manager on a day to day basis and ultimately to the Head of Technical Design

Responsibilities

- Advise designated and specific Project Design Team members including client organisations on Health and Safety risk management matters, to carry out F+P duties as Principal Designer in accordance with current UK (or where relevant) internationally comparable CDM regulations.
- Assist and support CDM Manager.
- Help develop the role of CDM PD within F+P as defined by the Construction (Design and management) Regulations 2015.
- Advise designated and specific Project Design Team members including client organisations on Health and Safety risk management matters.
- Assist and provide support and advice to in-house design teams to facilitate office wide best practice standards irrespective of global location.
- Review projects and designs – planned and adhoc prioritizing CDM PD appointed projects and advising on any other projects to allow office wide consistency on Pre-construction Health and Safety matters and standards.
- Collate, organise and assist the client in providing Pre-Construction Information.
- Manage and co-ordinate the Health and Safety aspects during the Pre-Construction phase.
- Prepare and issue the Health and Safety File on completion.
- Assist with compiling and developing guidance material and management tools.
- Develop and give training to in-house design disciplines.
- Carry out research on application of Health and Safety Standards (National and International) and good practice.
- Where necessary liaise with Enforcing Authorities.
- Critically appraise Design Risk Assessments submitted by Project Design Team.
- Assist with the completion of Design Risk Assessments.
- Through knowledge of and compliance with Foster + Partners procedure and Standards.
- Contribute or otherwise assist as required.

Qualities and Skills required
Essential

- Demonstrate an ability to undertake the above responsibilities.
- Demonstrate experience and understanding of design and construction management and methodologies.
- Proven skills in the delivery of CDM/H&S consultancy services.
- Legally able to work in the country in which the position is based.
- Computer Literate – CAD preferable
- Pragmatic, resourceful and persuasive.
- Able to manage and prioritise tasks and time efficiently
- Resilience to cope with conflicting demands.
- Excellent written and verbal communication skills – articulate and diplomatic manner.
- Fluency in both written and spoken English.
- Able to demonstrate initiative and proactive approach to daily tasks.
- Methodical, accurate and consistent attention to detail.
- Design experience, preferably architectural or engineering.
- Able to work under pressure and to tight deadlines.

- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self motivated and able to take responsibility.
- Good interpersonal skills and able to work independently and as part of an effective Team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.

Desired

- Hold a degree level in an architectural, architectural technology or engineering subject.
- NEBOSH Construction Certificate or equivalent IOSH membership.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

May 2018