



# Principal Designer and Safety Officer

<b>Grade:</b>	Grade 9
<b>Team:</b>	Health and Safety
<b>Line manager:</b>	Head of Health and Safety

## About the Job

- Ensure the provision of a comprehensive and professional Construction Design Management (CDM), Principal Designer service as required by the CDM Regulations, and associated Approved Code of Practice (ACOP).
- Provide assurance to the Head of Health and Safety to ensure all construction health, safety and environmental requirements meet current and future health and safety legislation and the needs of Vico Homes.
- Assist and support the Head of Health and Safety in delivering health and safety accreditations.
- Work with the Health and Safety Team to lead on delivering the health and safety function associated with construction and work practices both internally and externally.

## You'll be trusted to

- Work in partnership with the Head of Health and Safety to ensure the health and safety function associated with all areas of work within the Assets, Property Services and Improvements are achieved.
- Advise and assist the client with their duties to discharge their responsibilities in line with CDM Regulations 2015.
- Plan, manage, monitor and co-ordinate the pre-construction phase, ensuring everyone co-operates and effective communication is established.
- Ensure the design team, where reasonably practicable, eliminate, reduce and control risks to an acceptable level.
- Ensure foreseeable risks are identified and reported through the appropriate channels.
- Liaise with the principal contractor and share information that may affect the planning, monitoring and co-ordination of the construction phase and also regarding ongoing design.
- Maintain and manage project professional qualification documents and be responsible for achieving annual certifications and awards, such as ISO 45001, CHAS and ROSPA.
- Attend any operational meetings required as part of the role and feedback to the team.
- Explore and develop options for new reporting systems and feedback to management.
- Carry out any other duties as directed by the line manager that are appropriate to the grade and overall purpose of the job.

- Be responsible for and maintain records and data, operate and maintain information systems and undertake general administrative tasks.
- Contribute towards the development of systems and processes to ensure the effective health and safety management in all areas within the organisation.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Advise and consult managers, colleagues and client representatives, as required and appropriate, on matters relating to CDM Regulations and general occupational health and safety.
- Liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.
- Review, amend and issue CDM procedural notes for designers or others in accordance with changes in legislation or as required to improve service.
- Assist in the implementation of the Health and Safety Policy and the regular review of associated documentation and processes e.g. Risk assessments and method statements.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- Keep abreast of developments and best practice in health and safety to enable, in consultation with the Head of Health and Safety, to the development of appropriate policies and procedures to ensure the organisation meets its legal responsibilities and that managers are provided with timely advice.
- Continue professional development to ensure the organisation is compliant with working standards and practices in contributing towards the achievement of agreed targets and objectives.
- Contribute to the delivery of quality assured, client focused products and services to meet the agreed requirements of the customer.
- Contribute to the operation and development of the Business Management System to ensure the continuous improvement of quality assured services / products for clients.
- Undertake site visits and report on any concerns around breaches of health and safety.

### Who you'll work with:

**Internal:** Colleagues at all levels of the organisation

**External:** HSE, Environmental Health, Fire Service, Local Authority

## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
NEBOSH Construction Site Safety or equivalent	✓		AF/CQ
APS Principal Designer Qualification	✓		AF/CQ
Substantial experience of all stages of the design and construction of a wide range of building types, including large complex buildings.	✓		AF/I
Experience in carrying out duties of Principal Designer.	✓		AF/I
Flexible and able to work under pressure to meet tight deadlines.	✓		AF/I
Ability to analyse and interpret drawings, specifications and method statements.	✓		AF/I
Ability to interpret and apply Health and Safety legislation in order to provide practical solutions.	✓		AF/I
Must be able to demonstrate relevant up to date CPD records.	✓		AF/I
Good organisational skills.	✓		AF/I
Ability to communicate effectively with client representatives and members of design teams, contractors and sub-contractors, with a view to these parties fully incorporating the implication of the CDM regulations in their work.	✓		AF/I
The post holder must hold a valid UK driving licence and have daily access to a vehicle to travel throughout the district and to other locations as required.	✓		AF/CQ
A Qualification at Level 4 of the Qualification and Credit Framework such as a HNC in a building related discipline.		✓	AF/CQ
Working knowledge of common construction contracts		✓	AF/I
Experience in working to agreed targets.		✓	AF/I

### Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification

## Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:

