

Job Description

Post Title:	CDM Coordinator
Directorate:	Delivery Directorate - TfWM
Reports to:	CDM Manager
Direct Reports:	0
Salary Band:	SP28-SP32

Key relationships: Delivery Directorate Delivery & Portfolio Units, TfWM Integrated Transport Services team, local authorities, the Health and Safety Executive, consultants and contractors.

Role Summary

The CDM Coordinator will oversee all aspects of CDM related health and safety activity for the Delivery Directorate, ensuring a compliant approach aligned with HSE and construction industry standards (i.e. CITB) and best practice.

TfWMs £2.2Bn capital programme covers major metro, rail and tram infrastructure. The CDM Coordinator will support the CDM Manager in fulfilling and discharging TfWM's legal obligations under the CDM 2015 Regulations with regards to the planning, managing, monitoring and co-ordinating health and safety across the design and delivery phases of major infrastructure projects.

The CDM Coordinator will provide high quality advice, guidance and direction across the Delivery Directorate, shaping project delivery without risk to health and safety of workers or others who may be affected by the works.

Responsibilities

- Support the CDM Manager in delivering an expert health and safety advice service to the Delivery Directorate
- Support the fulfilment of TfWM's legal duties as client under the CDM Regulations 2015 for major infrastructure projects, incorporating:
 - Utility diversions
 - Highways widening, rail station construction and light rail construction
 - Excavations
 - Exclusion Zones
 - People & Plant
 - PPE and PUWER
 - Lifting Operations and Working at Height
 - Environmental Compliance
 - Confined Space Working
 - COSHH Compliance
 - Permits to Work
 - Lone Working
 - Electrical Hazards (HP and LP)
 - Overhead Services

- Underground Services
 - Live Road Interfaces and Traffic Management
 - Sharps
 - Site Security
- Prepare and issue appointment letters to relevant duty holders under CDM and ensure duty holders take responsibility in discharging their duties.
 - Prepare the client brief and assist with compiling and collating pre-construction information and collaborating with the PD to provide adequate information to the PC, to enable the preparation of the Construction Phase Plan.
 - Raise and submit the relevant statutory notices and permits such as F10 and monitoring the site activities to ensure they comply with permit specifications.
 - Prepare the Project Health and Safety Risk Register and ensure project safety risks are adequately managed for the entire duration of the scheme.
 - Take a leadership role in the formatting and contents of the end of project Health and Safety File and continuously review to ensure suitability and relevance.
 - Liaise with local authorities, the police, and regulators such as Health and Safety Executive in matters relating to Health and Safety of TfWM's capital programme.
 - Ensuring suitable safety arrangements are in place for managing schemes and that they are reviewed and monitored throughout the design and delivery phases.
 - Undertake regular site audits, inspections and spot checks on contractors and site activities to ensure safety policies and procedures are adhered to at all times.
 - Ensure contractors' arrangements are aligned with ISO 18001 and 45001 and TfWM corporate Health and Safety goals.
 - Keep up to date with new Health and Safety legislation and report any developments that affect TfWM and the project.

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>	Assessment Method				
Experience	E	D	App*	Int**	Other***
Health and Safety Management experience gained in construction.		X	X	X	
Providing competent advice on health and safety matters		X		X	
Project Management experience, preferably within a transport/construction environment		X	X	X	
Partnership working within a multi-disciplinary organisation and to collaborate both internally and with external organisations to manage major infrastructure projects		X		X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Working knowledge of principles of health and safety legislation and its application relevant to the role;		X	X	X	
Excellent communication skills, both written and verbal	X			X	

Good analytical skills, able to review information and determining the best approach.	X			X	
Knowledge of multi-modal transport systems safety		X	X	X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Advanced Certificate in Health and Safety Management.	X	X	X		
An appropriate degree level qualification or appropriate alternative.		X	X		
NEBOSH National General Certificate.		X	X		
Relevant CSCS Card		X	X		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role.

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis.