



Job Description

Job Title:	CDM Technician
Directorate/Team:	Technical Services Unit, Transport Delivery Directorate
Location:	16 Summer Lane or other site/location
Responsible to:	CDM Manager
Responsible for:	No direct reports
Key working relationships: (internal)	Delivery Directorate, Delivery & Portfolio Units, TFWM Integrated Transport Services.
Key working relationships: (external)	Local authorities, the Health & Safety Team , consultants and contractors.

Purpose of the Post

The role will provide essential support to the CDM Team, with a particular focus on integration of health and safety management systems and processes, administrative activities, risk assessment, audit and inspection. The role will also support the Health and Safety Team in the further development and delivery of a positive health and safety culture throughout the Delivery Directorate.

Accountabilities

- Support the CDM Team in delivering expert health and safety advice service to the Delivery Directorate and support in the management of health and safety.
- Provide general administration support and assistance to CDM Team.
- Assist in the effective delivery of the health and safety strategy and delivery plan.
- 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

- Undertake regular site audits, inspections and spot checks on contractors and site activities to ensure safety policies and procedures are always adhered to.
- Keep up to date with new Health and Safety legislation and report any developments that affect TfWM and the project.

Responsibilities

- Support the CDM Team to ensure suitable safety arrangements are in place for managing schemes and that they are reviewed and monitored throughout the design and delivery phase.
- Maintain the TSU safety management system.
- Undertake site audits, inspections and spot checks on contractors and site activities to ensure safety policies and procedures are always adhered to.
- Ensure contractors' arrangements are aligned with ISO 18001 and 45001 and TfWM corporate Health and Safety goals.
- Maintain the Health and Safety dashboard and incident dashboard.
- Work with the CDM Team to close out audit actions and incident investigations.
- Provide Health and Safety support to the Transport Delivery Portfolio including assisting with PPE requests, maintaining the training matrix and preparing briefing notes.
- Analyse audit and incident information to identify trends.
- Keep up to date with new Health and Safety legislation and report any developments that affect TfWM and the project.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience of Health & Safety within the construction industry.		X	X	X	
Experience applying health and safety policies or processes	X		X	X	
Health and safety compliance experience preferably within the transport/construction environment.		X	X		
Experience working and collaborating with both internal and external stakeholders	X		X	X	
Skills / Knowledge	E	D	A*	I*	T*
Understanding of principles of health and safety legislation and its application relevant to the role;		X	X		
Excellent communication skills, both written and verbal.	X		X	X	
Good analytical skills, able to review information and determining the best approach.	X		X	X	
Awareness of multi-modal transport systems safety.		X	X		
Qualification / Education / Training	E	D	A*	I*	T*
Advanced Certificate in Health and Safety Management.		x	X		
An appropriate degree level qualification or appropriate alternative.		x	X		
NEBOSH National General Certificate.		x	X		
Relevant CSCS Card.		x	X		

***Key: A** = Application, **I** = Interview, **T** = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing 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, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values		
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 Focussed	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.

Additional Post Requirements									
Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family