

Job Description

Job Role: Principal Health and Safety & CDM Officer

Service: Highways

Main purpose of the role

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC10
Location:	Plough Lane
Responsible to:	Group Manager – Highway Design and Construction

To act as the Highways Health and Safety & CDM expert giving professional advice and leading on all CDM activities including setting and supporting policy. Responsible for CDM compliance across Highways, dealing with scheme viability, health and safety, access and planning issues and overall project safety management to ensure the delivery of successful schemes.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To provide professional and technical advice to the team, other Council officers and external stakeholders on matters relating to Highway Health and Safety and CDM. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Undertake and carry out duties and responsibilities as identified in the CDM regulations including Client duties, advising and acting as Principal Designer, compiling health and safety plans and files, reviewing designer risk assessments, carry out construction site health & safety audits and review contractor's construction phase health and safety plans, always considering maintenance and aftercare requirements of projects. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Interface with internal staff to provide health and safety advice as necessary and auditing employed contractors. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Provide advice as necessary on contractor and consultant appointments. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Conduct internal audits of existing health and safety procedures and, as necessary, provide best practice advice to implement improvements and produce professional reports 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Communicate with Elected Members, Committees, Officer groups, Council departments and external agencies and Partners as necessary. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To analyse and present performance targets and ensure agreed quality control measures are in place. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To contribute to service development and improvement. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To respond professionally to enquiries from the public, professional and private bodies and elected Members by phone, letter and email in line 	<ul style="list-style-type: none"> Daily

Key Duties and Responsibilities	Frequency of Task
with corporate procedures. Ensure that internal and external enquiries are effectively dealt with.	
<ul style="list-style-type: none"> To develop and maintain effective processes for personal and site safety reporting, recording and investigation. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To produce written reports, presentations and demonstrations as required. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To manage complaints effectively and ensure that they are resolved as quickly as possible, and of good quality and reflect understanding of the customer issues and are in line with council procedures. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To keep up to date with changes in legislation, technical developments and relevant practice. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> To be responsible for the delivery of action plans resulting from service improvement plans. 	<ul style="list-style-type: none"> Annually



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> Educated to degree level or equivalent in Engineering or Construction, or a related field and/or substantial work experience 	Essential	A, I
<ul style="list-style-type: none"> NEBOSH Construction Certificate holder 	Essential	A, I
<ul style="list-style-type: none"> Membership of a relevant professional body and accredited with either Chartered or Incorporated Status 	Desirable	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Experience of working as part of a multi-disciplinary team within the construction environment 	Essential	A, I
<ul style="list-style-type: none"> Experience of ISO 14001 environmental accreditations in order to support partner contractors 	Essential	A, I
<ul style="list-style-type: none"> Broad experience of highway construction projects from one or more of: Client / Consultant / Contract viewpoint. 	Essential	A, I
<ul style="list-style-type: none"> A full working knowledge of the duties of a CDM Advisor, especially the issues of Health & Safety in the design process. 	Desirable	A, I
<ul style="list-style-type: none"> Experience in reviewing highway plans as part of the construction process, and willing to get involved in developing and progressing new projects. 	Desirable	A, I
Skills and Abilities		
<ul style="list-style-type: none"> Good relationship skills to work collaboratively with staff at all levels within the team 		A, I
<ul style="list-style-type: none"> Ability to collaborate, influence and challenge, with excellent verbal and written skills 		A, I
<ul style="list-style-type: none"> Ability to analyse complex information and use this to support improvement in practice 		A, I
<ul style="list-style-type: none"> Ability to produce high quality, accurate work to tight deadlines 		A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Excellent customer service and interpersonal skills 		A, I
<ul style="list-style-type: none"> Ability to organise own workload and to also help organise the work of the team 		A, I
<ul style="list-style-type: none"> Self-motivated and ability to use own initiative 		A, I
<ul style="list-style-type: none"> Personal drive and delivery focused whilst maintaining high quality 		A, I
Other Factors		
<ul style="list-style-type: none"> Flexible approach to work and hours to satisfy the needs of the business. 		A, I
<ul style="list-style-type: none"> Ability and willingness to undertake travel to and within Herefordshire, and throughout the UK, where required for meetings and other work-related circumstances. 		A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.



Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

