

## **Role Definition**

**Job Title:** CDM Assistant

**Reporting To:** CDM Manager on a day to day basis and ultimately to the Head of Management Group

### **Responsibilities**

- Assist and support CDM Manager
- Provide support and advice to Project Teams
- Review projects – planned and adhoc
- Assist with compiling and developing guidance material
- Develop and give training – e.g. CDM Training 'Health and Safety by Design'
- Carry out research on application of Health and Safety Standards (National and International) and good practice
- Where necessary liaise with Client, Contractor and CDM Co-ordinator organisations and Enforcing Authorities
- Assist with the completion of Design Risk Assessments
- Carry out site visits where necessary
- Through knowledge of and compliance with Foster + Partners procedure and standards
- Contribute or otherwise assist as required

### **Qualities and Skills required**

#### **Essential**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- NEBOSH general certificate / Construction Health and Safety – to enrol and work towards successful completion
- Design experience, preferably architectural
- Health and Safety experience
- Computer Literate – CAD preferable
- Pragmatic, resourceful and persuasive
- Able to manage and prioritise tasks and time efficiently
- Resilient 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 and accurate and consistent attention to detail
- 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

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.

September 2011