



job description

Job title: CDM & Property Compliance Officer

Reports to: CDM & Property Compliance Assistant Manager

Our people are at the heart of our Company. We have a passion for exceptional service, and a love of what PGL has to offer. We believe work should be a place where you can be your best and feel your best.

Purpose of the role:

***What we'd like you to do:** Reporting to the CDM & Property Compliance Assistant Manager, and working closely with the CDM & Property Compliance Manager, you will be responsible for ensuring that CDM is enforced across your allocated sites by in-house operatives and contractors. You will carry out technical compliance audits across the estate, checking and ensuring that all areas within the Technical and SCO audits are compliant.*

Ensure standards, policies and legislation are upheld, and that quality is delivered across PGL:

- Co-ordinate design work, planning and other preparation for construction where relevant to health and safety.
- Notify HSE (F10) about projects.
- Identify and collect any pre-works information and advise the Facilities team if surveys need to be commissioned to fill significant gaps.
- Promptly provide information in a convenient form to those involved with the design of the works and to every contractor (including the principal contractor) who may be or has been appointed by the Facilities team. This may include parts of the pre-construction information which are relevant to each.
- Co-ordinate the production or updating of a relevant, user friendly, health and safety file suitable for future use at the end of the construction phase.
- Ensure that the Golden Rules are communicated and implemented.
- Issue penalties to contractors for any cases of non-compliance.
- Carry out checks at each of your allocated sites ensuring all PPM's are being actioned in line with statutory legislation on a monthly basis. Ensure that they are being completed and all risks are identified and resolved.
- Ensure that adequate arrangements are in place for managing works on sites.
- Assist in the maintenance works projects on site, helping to develop and collate relevant information, plans and health and safety files.
- Support as required and participate in the contractor selection process in respect of ensuring their competence under health and safety legislation.
- Support external technical and SCO audits as required.
- Ensure that all policies and procedures are reviewed and updated in line with statutory regulations.

Develop a safety first mindset across PGL, collaborating with teams across the business to continuously improve practices:

- Give suitable and sufficient advice with assistance to the Facilities team in order to help them to comply with their duties, in particular the duty to appoint competent designers and contractors.
- Ensure that adequate arrangements are in place for managing the project.
- Advise the Facilities team on the suitability of the initial construction phase plan and arrangements made to ensure that welfare facilities are on site from the start.
- Manage the flow of health and safety information between clients, designers and contractors.
- Work together with the centre Facilities teams and assist where necessary to ensure all statutory PPM's are being completed on time, with all follow up requirements scrutinised and actioned.
- Liaise with all levels of the business on requirements, reporting and queries.
- Act as a key advisor and first point of contact to centre teams on CDM matters.
- Work closely with the Safety and Compliance Officers as and when required.
- Attend regular team meetings providing information on CDM and health and safety related matters.

Ensure systems and tools are maintained, and reports are produced in a timely manner:

- Ensure the relevant systems are updated and records are maintained (e.g. CAFM system).
- Report on facilities related health and safety matters as necessary

Commitment to personal development:

- Maintain a commitment to personal development, keeping up to date with legislation changes.
- Seek feedback regularly, and ensure Personal Development Plans are completed to support development.

** You may also be required to support alternative teams in project work or any other capacity across your centre or the business.*



person specification

Key competencies:

Competency statement	Competency Area
<ul style="list-style-type: none">Has the confidence to make decision within level of authority without referral to manager.Makes sound decisions based on knowledge, experience and available information.	Decision Making
<ul style="list-style-type: none">Adopts a positive attitude to change and looks to improve the way we work by challenging the status quo.	Change, Innovation and Problem Solving
<ul style="list-style-type: none">Manages own time/workload effectively to focus on best value activities.	Personal Effectiveness
<ul style="list-style-type: none">Contributes positively to tasks, projects and meetings.	Teamwork
<ul style="list-style-type: none">Accepts responsibility and accountability for own performance and areas of responsibility.	Delivering Results

Relevant experience:

	Essential	Desirable
Knowledge of statutory PPM's including but not limited to: <ul style="list-style-type: none">Fire (Regulatory Reform Order 2005)Electrical (The Electricity at Work Regulations 1989)Gas (The Gas Safety Regulations 1998)Water (The Control of Substances Hazardous to Health Regulations 1988)Asbestos (The Control of Asbestos Regulations 2012),Air Conditioning (The Energy Performance of Buildings Regulations 2007)	✓	
Experienced in multi-tasking & capable of managing multiple projects at any one time.	✓	
Confident in scrutinising and delivering all relevant 'Risk Assessments'.	✓	
Experience in a similar role.	✓	
Health and safety related qualifications preferable e.g NEBOSH, IOSH.		✓

Relevant qualifications:

	Essential	Desirable
Fluent in Microsoft Office Outlook, Excel, Word, PowerPoint.	✓	
First aid qualifications.		✓
Full valid UK driving licence.	✓	

Additional Information:

Right to Amend The company reserves the right to amend the job description in consultation with the member of staff to reflect changes in the role.

Safeguarding of Children Due to the nature of this role, PGL are required to obtain satisfactory enhanced checks from the Disclosure and Barring Service (DBS), which PGL will pay for. Additionally, all PGL staff will need to have received two satisfactory references prior to starting employment. You have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with PGL.