

JOB DESCRIPTION

Job Title:	CDM Advisor
Location:	London
Reporting to:	CDM/Fire/Access Lead
Working with:	All staff

OVERVIEW

Allford Hall Monaghan Morris (AHMM) is committed to the design of buildings of economy, elegance and delight: buildings that reflect a continuing belief in the spirit of outstanding architecture and that last through time.

Since the practice founded, it has grown from 4 to over 440 people and is now one of the leading British architectural practices, with offices in London, Bristol and Oklahoma City, clients and projects in all major sectors in the UK and an increasing body of work overseas.

The culture of the practice is founded on strong leadership coupled with an explicit collaborative working method. This depends on first, each person taking on individual areas of responsibility in pursuit of a collective endeavour; second, on the mutual respect and interdependence which this implies; and third on the understanding that the best ideas will be pursued based on their merits, not on their authorship.

Collaboration also relies on the commitment, professionalism and creative intelligence of the wider group within each project, architectural or otherwise, and on their readiness to take ownership of an individual area of responsibility, making it as good as it can be, and thus contributing directly to a positive process which is inherent to achieving a successful outcome.

JOB PURPOSE SUMMARY

This is a new role created to support the CDM/Fire/Access Lead with their practice-wide CDM responsibilities in the context of an expanding workload, particularly in assisting and advising the project teams in both their Designer role under CDM2015, and, where appointed, the Principal Designer role. The ambition is to develop and enhance the capability of the CDM function within AHMM and the access project teams have to detailed knowledge and advice.

The successful candidate is likely to have a background in Health and Safety in relation to the design of buildings, and will bring an understanding of the requirements of CDM compliance which will enable them to promote and influence the development of safety-conscious architecture without stifling design creativity. They will have experience of working in an architectural practice or within the construction industry.

KEY RESPONSIBILITIES

- Assist the CDM Lead with internal CDM audits with individual project teams, with a view to carrying out a significant portion of these in due course. Prepare feedback notes, liaise with the Technical Team Coordinator for scheduling and tracking
- Assist the CDM Lead with internal CDM training, including CDM inductions to new architectural staff, and regular CPD workshops. Liaise with the Technical Team Coordinator for scheduling and tracking
- Provide support and advice for all CDM matters to the architectural project teams, escalating to CDM Lead when necessary, and following up to ensure resolution

- Assist project teams with the preparation of project CDM reports, reviewing and checking the information, provide text, diagrams and support where appropriate
- Attend project-specific client/contractor meetings on behalf of the CDM function, taking notes to share with the project team and CDM Lead
- Take ownership of and manage the content of the CDM page on AHMM's intranet (KITE)
- Carry out research on behalf of the CDM function, capturing the knowledge and disseminating this information to the wider office using relevant means (such as KITE or group CPD session)
- Ensure all CDM information is saved to the company-wide document management system
- Assist the CDM Lead to maintain the practice CDM Manual and develop the CDM Toolkit for project teams
- Assist the CDM Lead with internal talks or presentations as required, with the aim to be responsible for their own talks in due course
- In collaboration with the Legal and project teams, help with the production of fee proposal letters for Principal Designer services
- In collaboration with the Communications team, help with the CDM elements of bids and competition entries
- Assist the CDM Lead with other administrative tasks, liaising with the Technical Team Coordinator where appropriate

JOB REQUIREMENTS

- Proven experience of working in a similar CDM/H&S compliance role within an architectural practice (or within the construction industry)
- An individual with a strong interest in fostering good, safe design
- An individual who has an architectural sensibility. Being qualified as, and having practiced as, an architect may be an advantage
- Strong communication skills, both written and verbal
- Excellent IT skills, including advanced knowledge of MS Office (Outlook, Word, Excel, PowerPoint)
- Knowledge of Adobe InDesign would be preferred

PERSONAL ATTRIBUTES

- Strong organisational skills with the ability to co-ordinate numerous tasks simultaneously
- Methodical, systematic with a keen attention to detail and able to manage allocation of time in an appropriate way across a large number of projects
- Flexible, with a willingness to tackle a variety of duties
- Proactive, with the ability to deal with issues before they arise
- Ability to work independently and collaboratively
- A strong team player, forging excellent relationships with all
- An innovative spirit, using experience and creativity to find optimum ways of working and ways to provide support to the project teams