

UK- CDM Co-ordinator

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Company: Crawford & Company

Location: United Kingdom

Category: computer-and-mathematical

Position Summary

To carry out supportive administrative CDM duties across Crawford Building Consultancy specifically and the wider business, and to oversee/manage CDM 2015 and act as a referral point for both internal and external clients.

Functional Knowledge

Good knowledge of CDM regulations

Good basic knowledge of construction sites

Knowledge of Basic Health and Safety and legislation surrounding CDM

Excellent communication skills

General Background, Experience & Professional Qualifications

Insurance or Legal knowledge and/or experience preferred but not essential

Good organisational skills

Achieved, or working towards a H&S qualification preferred

Excellent character and personnel skills

Motivated

Team player

Key Responsibilities

To assist in overseeing compliance with the CDM Regulations on all cases where the CDM Unit are instructed.

To provide overall support on CDM to the Crawford Building Consultancy/Crawford Employees to enable them to work to their maximum potential in dealing with the requirements of the regulations.

To assist in the promotion of CDM Unit within the Company.

To develop, manage and maintain relationships with internal and external parties.

To keep technical skills and knowledge up to date.

To work with the Team Manager to set the team plan, identify purpose and meaningful measures to assess individual and team contribution – making effective use of the resources and reporting tools available.

To run reports, interrogate and critically analyse data to identify areas for improvement and take positive action with teams to improve the system and workflow.

In addition, be required to carry out any other function or task that may be expected from them or assigned to them from time to time, within their span of knowledge and ability.

Behaviours

Builds and maintains positive working relationships within own team and across teams.

Behaves in a strongly customer focussed way to ensure development and maintenance of client relationships.

Communicates effectively by sharing, listening and exchanging information.

Inspires and energises others by taking the initiative to make things happen.

Demonstrates a proactive solution focussed approach to problem solving.

Creates a positive learning environment in which the team is motivated to learn and develop.

Skills

Practical experience with CDM Regulations.

Excellent analytical and decision-making ability in order to analyse complex information correctly and make sound decisions to support business needs.

Well developed and effective written and verbal communication skills, to articulate complex issues.

Strong organisation/time management skills to deliver on a variety of actions within budget and to tight timescales.

Strong influencing skills in order to energise others and complete the job in an accurate and timely manner.

Strong computer literacy skills to make effective use of a variety of ICT platforms and applications.

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