

Job Holder: CDM Manager – Depot Infrastructure

Reports to: Head of Franchise Projects

Grade: PM2 D Level 2

Safety Status: Safety Critical

Date version agreed:

1. Job Purpose

To act as Principal Contractor's (PC) representative for WMT on selected sites.

Lead, plan, manage, monitor and co-ordinate the entire construction phase/portfolio on those sites to ensure compliance with CDM 2015 health and safety requirements and other specific legislative regulations.

To take account of the Health and Safety risks to everyone affected by the work (including members of the public) in planning and managing the measures needed to control them.

A: Operating Environment:

This role will consist of working primarily at Tyseley Depot

B: Framework and Boundaries:

The role will cover all site construction activities (including maintenance)

C: Organisation:

Refer to organisation chart

2. Safety

	N
A. The job holder is required to hold a relevant Track Safety competence (e.g.PTS) Although training can be provided by WMT to obtain	Y
B. This is Safety Critical Work Post	Y
C. This is a Key Safety Post	Y
D. Reference to this job is included in West Midlands Trains' Safety Certification documents	Y
E. This job does Manages an Employee (undertakes specific tasks indicated in the occupational & operational standards manuals)	Y
F. This job Manages Locations (undertakes specific tasks as indicated in the occupational and operational standards manuals)	N

3. Dimensions

A. Financial:

None

B. Staff:

Health and Safety Contractor Manager

C. Others:

None

4. Main Responsibilities

- Reports to the Head of Franchise Projects
- Lead CDM Health & Safety arrangements and be Subject Matter Expert for CDM, to ensure compliance with CDM 2015 health and safety requirements and other specific legislative regulations.
- Ensure compliance with all safety responsibilities as detailed in the appropriate Safety Responsibility Statement.
- Responsible for equipment issued
- This is a Safety Critical post

5. Principal Accountabilities

- Act as Principal Contractor for WMT (where required), lead the planning, monitoring and coordination of the construction phase with the assistance of the project manager.
- Lead the project managers to establish short- and long-term strategies as well as goals and objectives for improving health and safety on WMT construction projects.
- Lead the process to ensure that applicable business and project-specific safety requirements are integrated into project construction phase plan and that projects are designed and constructed in compliance with applicable internal and external requirements.
- Lead the process for safety/health technical support and assistance to projects and coordinate safety/health requirements with the Head of Franchise Projects, project managers, construction/site managers, (sub)contracts managers, project engineers, and other project personnel as required.
- Take the lead in production, review, and amending of policies and procedures to ensure CDM 2015 health and safety requirements and other specific legislative regulations are adhered to.
- Carry out assessments and compliance of standards and procedures to ISO18001, 14001, 9001 and other applicable standards and undertake regular reviews and make any potential changes in line with new legislation and industry wide improvements.
- Lead all accident and incident investigations, interface with other internal and external duty-holders, contractors and regulatory agencies when required. Ensuring that any actions are implemented, and improvements undertaken where required
- Provide expert guidance to the Principal Designer and Project Managers in the production of Health and Safety Files and provide health and safety advice and guidance when required.
- Lead the process with project managers to establish short- and long-term strategies as well as goals and objectives for improving health and safety on WMT construction projects

- Review current and then Lead project specific induction process.
- Lead meetings with operations, Network Rail, designers, contractors/subcontractors to advise them of developing safety/health issues which will impact their activities.
- Monitor and review proposed changes in safety/health laws/regulations, standards/practices potentially impacting projects and provides input and recommendations for addressing such changes.
- Oversee and/or develops Project and Programme safety/health awareness, introduce a behavioural-based safety programme for WMT.

EXPERIENCE, KNOWLEDGE, QUALIFICATIONS AND TRAINING

- Degree in construction related subject
- Safety related qualification, minimum of NEBOSH Construction/ General Certificate
- In-depth knowledge of safety, health and environmental laws and regulations
- In-depth knowledge of ORR/HSE/Local authority, powers, responsibilities, and enforcement processes
- Detailed knowledge of Network Rail/RSSB/ Group Standards covering health, safety, and Environmental requirements
- Knowledge and experience of practices for managing potential safety and health hazards during construction project execution.
- Rail industry-specific knowledge of Railway industry construction, methods, and work processes in a railway/depot environment
- Personal Track Safety Certification
- Demonstrate ability to work on own initiative
- Must have an ability to communicate clearly and confidently with all levels of personnel both written and oral
- Good interpersonal skills
- Ability to influence staff at all levels
- Initiative to keep up to date with all National H&S Guidance

6. Relationships

A: Reporting lines

Reports to Head of Franchise Projects with one direct line report - Health and Safety Contractor Manager

B: Other Contacts:

Project Managers, Depot Co-ordinator, Engineering Manager, Depot Manager, Strategy Manager, Head of Safety, Head of Property

Outside the Company:

Network Rail Project Manager, Other construction organisations working on site

7. Job Challenge(s):

The role must work under their own initiative and be prepared to take responsibility in their tenure

Ability to take decisions swiftly and become the knowledge base for CDM and safety on site quickly

8. Additional Information

(Provide any further information not included in previous sections, which it is considered would assist others to achieve a better understanding of the job)

9. Nominated Deputies

n/a

10. Sign off

Job Holder:..... **Date:**.....

Manager:..... **Date:**.....

Nominated Deputies

n/a