

ROLE DESCRIPTION

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| Job Title | Construction Design Management Officer |
| Salary Band | 37 - 40 |
| Reporting to | Regulatory & Compliance Lead |
| Directorate | Place |
| Service Area and sub area | Asset Investment and Compliance |
| Team | Asset Compliance |
| Political Restriction | No |

1. Primary Purpose of the Post

The Construction Design Management officer will be joining the Asset Investment Team which plays a vital role in maintaining the infrastructure assets across the Liverpool City Region Combined Authority estate, ensuring the city region stays connected by helping businesses, residents, and visitors move around the region safely and efficiently. The LCRCA estate includes some of the region's most iconic assets, such as the Mersey Tunnels, the world-famous Mersey Ferries terminals, bus stations, office buildings, and some key rail infrastructure. The Asset Investment Team are proud to build on the original ingenuity and innovation of this infrastructure—preserving its historic significance while integrating modern technologies to ensure it meets the needs of a contemporary, connected society.

The postholder will act as the Combined Authority's lead on **Construction Design and Management (CDM) compliance**, providing specialist oversight and assurance across all construction, refurbishment, and asset-related projects. The role ensures that the Combined Authority meets its legal duties under the **CDM Regulations 2015**, and delivers projects that are safe, legally compliant, and aligned with best practice in design risk management.

2. Your responsibilities

The following is not a comprehensive list of all tasks which may be required of the post holder:

Key Responsibilities

1. CDM 2015 Compliance

- To act as the Combined Authority's Principal Designer representative or ensure one is appointed and monitored on all notifiable projects.
- Ensure the Combined Authority comply with all relevant H&S legislation including CDM 2015

2. Risk and Design Management



- Support early-stage design reviews to identify and mitigate health and safety risks at concept, planning, and detailed design stages.
- Work with internal project managers and external consultants to develop pre-construction information (PCI) and health & safety files.
- Conduct design risk assessments and review construction phase plans (CPPs).
- Influence procurement strategies and plans to ensure 'safe by design' principles are embedded and incentivised in procurement exercises and resulting commercial agreements with suppliers and delivery partners.

3. Project Oversight and Monitoring

- Monitor and audit construction and refurbishment projects across the Combined Authority's estate and infrastructure portfolio.
- Provide independent compliance assurance to senior management and project boards.
- Investigate incidents or near misses and recommend control measures.
- Work closely with the regulatory & compliance lead and other team members to support the development and implementation of HSE compliance improvement plans.

4. Stakeholder and Contractor Coordination

- Coordinate with internal teams (property, legal, procurement, H&S) and external contractors, designers, and consultants.
- Ensure all duty holders (client, principal contractor, principal designer) understand and fulfil their legal responsibilities.

5. Training, Policy, and Culture

- Develop and implement internal CDM and construction safety policies and toolkits.
- Provide training, guidance, and updates on regulatory changes to officers and partner organisations.
- Assist in the development of asset investment and other internal clients operational HSE standards, procedures, work instructions and risk assessments to address compliance gaps and ensure a standardised approach to delivering and assuring compliance.
- Promote a culture of safe design, buildability, and maintenance planning.
- Lead and support asset investment team and other internal clients to become an exemplar for risk reduction and the safe planning and delivering of construction works.
- Undertake continuing professional development to maintain and develop competence in relevant disciplines and to ensure awareness of industry developments and initiatives in the construction sector.

3. General Corporate Responsibilities

- Review and accept all LCRCA policies applicable to post.
- Comply with LCRCA/department specific Safety policies, procedures, work instructions and other Health & Safety related documentation including risk assessments, method statements, etc.



- Attend mandatory training and undertake a minimum of 30 days CPD relevant to the role.
- Represent the Combined Authority / Asset Investment professionally at external and internal meetings and events.
- Support and contribute to the Combined Authority corporate objectives, targets, etc.
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

4. Recruitment Plan

Competency Based Interview
Scenario Based Assessment

PERSON SPECIFICATION

Job Title: Construction Design Management Officer

| Criteria | | |
|--|--|----------------------|
| Qualifications and Training | E = Essential D = Desirable | Identified By |
| NEBOSH Health and Safety Management for construction. | E | A |
| Degree in Construction Management, Building, Civil Engineering or a related field. | D | A |
| Chartered membership of a professional body (e.g. IOSH, RICS, CIOB, RIBA). | D | A |

| Experience and knowledge | E = Essential D = Desirable | Identified By |
|--|--|----------------------|
| Experience working in a Health & Safety advisor role on construction related projects or activities | E | A/I |
| Strong working knowledge of CDM 2015, health & safety law, and construction design principles. | E | A/I |
| Experienced in common risk assessment tools and methods. | E | A/I |
| Significant experience acting in a Principal Designer or CDM Coordinator role | D | A/I |
| Experience managing or advising on compliance in a public sector or large infrastructure environment. | D | A/I |
| Proven track record of positively influencing the management of Health & Safety at an individual and organisational level. | D | A/I |
| Familiarity with asset portfolios involving transport, regeneration, or public realm | D | A/I |
| Understanding of net-zero design standards, building lifecycle planning, or digital construction (BIM). | D | A/I |

| Skills and abilities | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| Excellent design and technical skills, including the ability to use MS software packages. | E | A/I |
| Excellent leadership and communication skills. | E | A/I |
| Teamworking, relationship-building and influencing skills. | E | A/I |
| Negotiation and communication skills at all levels. | E | A/I |
| Ability to prioritise workload and manage own time. | E | A/I |
| Commercial awareness and client management skills. | D | A/I |

| Personal Attributes | E = Essential D = Desirable | Identified By |
|--|--|----------------------|
| 'Can do' attitude with capability to solve problems innovatively and efficiently. | E | A/I |
| Proven track record for delivery of commitments. | E | A/I |
| Provide constructive challenge at all levels to secure continuous improvement and best practice. | E | A/I |

| Core Behavioural Competencies | E = Essential D = Desirable | Identified By |
|---|--|----------------------|
| To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery including attendance at corporate mandatory training. | E | A/I |
| To commit to continual professional development. | E | A/I |
| To support the achievement of corporate efficiency targets and initiatives. | E | A/I |
| To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken. | E | A/I |
| To work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority | D | A/I |
| Flexible approach to working hours and willingness to work flexibly as and when required. | D | A/I |
| Ability to attend meetings, events etc inside and outside the City Region. | D | A/I |

Key to Assessment Methods:

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|-----------------|------------------|
| A - Application | P – Presentation |
| I – Interview | E – Exercise |