

## Job description:

# Building Safety Act and CDM Regulations Advisor

**Reports to:** Head of Detail Studio

**Based at:** Levitt Bernstein, Thane Studios, 2-4 Thane Villas, London, N7 7PA

**Purpose:** To support the design teams across all projects where the Practice is appointed under CDM 2015 and BS Act 2022.

### Key responsibilities

#### Project responsibilities

- Establish and document project requirements clearly
- Contribute to project design and technical reviews in relation to the Building Safety Act and CDM Regulations
- Assist with bids and interviews for new work
- Maintain good relationships with clients, consultants and contractors
- Coordinate and oversee design work as necessary with other consultants
- Oversee design work for compliance on projects, including Project Quality Plans
- Other tasks as reasonably required from time to time
- Oversee and undertake the role of BSA Principal Designer and/or CDM Principal Designer on multiple projects
- Assist with financial management and resourcing of projects.

#### Non-project duties

- Assist with dissemination of specialist project knowledge and mentoring of less experienced staff as appropriate
- Assist with submissions for bids and tenders
- Manage multiple project deadlines and prioritise tasks effectively within teams
- Attend and contribute to studio meetings and Practice wide meetings
- Keep up to date with work of practice
- Assist with monitoring training of all technical staff
- Manage personal CPD.

#### Skills

- Thorough knowledge of UK legislation, planning, construction and health and safety
- Experience of construction and construction industry
- Understanding of architectural design and the design process
- Understanding and knowledge of the Building Safety Act and CDM Regulations desirable
- Awareness of and ability to navigate requirements of current Building Regulations, Approved Codes of Practice, British Standards
- Ability to work well as part of a team and to meet demanding deadlines
- Good communication skills – both verbal and written
- Good attention to detail

- Communicate ideas verbally and visually
- Knowledge of Revit.

**Qualifications**

- RIBA Part III or equivalent
- Registered with ARB or CIAT.