

Job Description

A Post Details	
Job Title: Estates Health & Safety & CDM Advisor	Grade: B004
Department: Estates	Division: A Division
Reports to: Head of Estates Operations	Contract Type: Permanent
Level of Vetting: MV	Numbers in Post: 1
B Purpose of the Post	
<p>The Estates Health & Safety & CDM Advisor will act as the subject matter expert for Estates related health, safety, and Construction (Design and Management) Regulations compliance across all Estates works, projects, and operations. The role ensures that all estates activities meet statutory obligations, internal governance standards, and industry best practice, reducing risk to people, property, and reputation.</p> <p>The postholder will provide proactive advice and assurance during project planning, design, and delivery stages, embedding safe systems of work and supporting the organisation's commitment to legal compliance and continuous improvement in safety performance.</p>	
C Dimensions of the Post	
<p><u>Direct reports:</u></p> <p>No direct reports; will manage relationships with external Principal Designers, CDM Coordinators, and contractors.</p> <p>Ensure contractor capability and compliance across multiple concurrent projects delivered by varied supply chain tiers, including principal contractors and specialist contractors</p> <p><u>H&S aspects:</u></p> <ul style="list-style-type: none"> - Oversight of health and safety compliance for all estates projects and operations nationwide. - Ensure statutory documentation (F10 notifications, pre-construction information, risk assessments) is maintained. <p><u>Financial:</u></p> <ul style="list-style-type: none"> - Influence estates budgets through compliance-driven design changes and risk mitigation measures. - Prepare costed recommendations for safety improvements and CDM compliance. 	
D Principal Accountabilities	
<ol style="list-style-type: none"> 1. Health & Safety Compliance: <ul style="list-style-type: none"> ▪ Review all estates project documentation and ensure compliance with Health & Safety at Work Act, CDM Regulations, and associated legislation. ▪ Develop and maintain Estates H&S and CDM policies and procedures aligned with legislation, Guidance, best practice and BTP organisational standards. ▪ Conduct audits and inspections on live projects and operational sites, reporting findings and corrective actions. ▪ Prepare reports on H&S compliance, for Estates governance boards. 2. CDM Competent Person: <ul style="list-style-type: none"> ▪ Act as the Estates competent person for CDM compliance, advising on roles, responsibilities, and statutory duties. ▪ Review and approve pre-construction information, construction phase plans, and risk assessments. ▪ Liaise with Principal Designers and Contractors to ensure safe design and delivery practices. 	

- Ensure contractor capability and compliance across multiple concurrent projects delivered by varied supply chain tiers, including principal contractors and specialist contractors.

3. Risk Management:

- Identify and mitigate risks associated with estates works, including asbestos, fire safety, and contractor management.
- Maintain risk registers and escalate high-risk issues to senior stakeholders.
- Conduct complex H&S and CDM audits on high risk sites, including operational policing facilities, specialist technical areas, and construction projects exceeding £1m.
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4. Project Support:

- Provide H&S input into project briefs, specifications, and tender documentation.
- Attend project boards and governance meetings to advise on compliance and risk.

5. Training & Awareness:

- Deliver H&S and CDM awareness sessions for Estates staff and contractors.
- Promote a culture of safety and continuous improvement across the Estates function.

6. Stakeholder Engagement:

- Act as intelligent client for Estates H&S matters, advising senior stakeholders on technical and financial implications.
- Liaise with internal teams (Estates Projects, Operations, BTP Health & Safety team) and external bodies (DfT, Network Rail, regulatory authorities).

E Decision Making

Autonomous Problem-Solving: Make autonomous decisions on compliance requirements and risk mitigation strategies. Act as technical authority for CDM and Estates H&S matters, determining compliance positions without reference to senior managers except for escalated risks.

Escalating risks/ issues: Escalate significant risks impacting safety or project delivery to the Head of Estates Operations.

Budget Influence: The role does not hold direct budget authority but significantly influences estates-related budgets through business case development and strategic recommendations. These recommendations will influence project design and delivery decisions to ensure legal compliance and best practice.

F Contact with Others

Internal

- Directly report to the Head of Estates Operations
- Estates colleagues, Project Managers, Health & Safety team, senior stakeholders.
- All police officers and staff including Budget Holders
- BTPA Members.

External

Principal Designers, Contractors, CDM Coordinators, regulatory bodies (HSE), consultants. In addition to external consultants, external companies, external customers and public bodies including key stakeholders in the rail

industry and law enforcement.
G Essential Criteria
Qualifications and Training:
<ul style="list-style-type: none"> ▪ NEBOSH National Diploma or equivalent. ▪ Membership of IOSH (CertIOSH or higher). ▪ CDM 2015 competency through identified initial and refresher training and demonstrable experience in formal role/s designated under the Regulations (eg Principal Designer).
Experience:
<ul style="list-style-type: none"> ▪ Demonstrable experience leading complex audits, high risk construction risk assessments, and managing contractor performance across concurrent projects and diverse environments - construction risk assessments, and managing contractor performance across concurrent projects and diverse environments ▪ Proven substantial experience advising on H&S and CDM compliance on multi-site estates and multiple construction projects (ideally, more than £1m in value) with experience on commercial/industrial property. ▪ Expert-level knowledge of UK Health & Safety legislation, CDM Regulations 2015, Building Regulations, ACoPs, and industry standards relevant to operational policing and multi-site estates. ▪ Substantial experience in H&S auditing, risk assessment, and contractor management in complex and multi-site scenarios.
Skills:
<ul style="list-style-type: none"> ▪ Ability to interpret and apply complex legislation and standards. ▪ Strong analytical and problem-solving skills. ▪ Excellent stakeholder engagement and influencing capability.
Knowledge:
<ul style="list-style-type: none"> ▪ CDM Regulations 2015, Health & Safety at Work Act, and associated codes of practice. ▪ Construction risk management and safe design principles.
H Additional Information
This role is suitable for the post holder to be based throughout England, Scotland or Wales. BTP is a national Force and the role will require travel as needed.
<p>For Policy & Reward to complete only: Panel Approval: Jodie Childs 3661 Date:02/03/2026</p>