

Personal Profile

Detail-driven CDM Compliance Administrator with 4+ years' experience supporting safety-critical construction and infrastructure projects across consultancy (designer) and contractor environments. Proven track record in CDM 2015 information management, coordinating pre-construction information (PCI), design risk communications, action close-out, and H&S File collation, alongside strong document control and audit readiness in CDEs. Calm, methodical communicator with strong stakeholder management skills, experienced working with Local Authority approvals and multi-disciplinary assurance stakeholders, keen to develop further across Building Regulations administration.

Key Projects, Skills and Competencies

- **HS2 Enabling and Main Works Packages (Technical Support)**
- **CDM 2015 administration (Designer/PD support & PC interface):** PCI collation/issue, design risk assessment coordination, meeting minutes & action logs, dutyholder information flow, close-out
- **H&S File compilation & handover readiness:** O&M manuals, certificates, inspection records, as-builts, indexing/pack compilation, completeness checks
- **Document control & audit readiness:** version control, naming/document numbering conventions, archiving, traceability, QA checks, registers/trackers, rapid retrieval for audits/requests
- **Oxford Street Building & North Bridge (Historic/Listed Asset Information Management & Building Control)**
- **Stakeholder and contractor coordination:** professional collaboration with internal teams, site teams, consultants, external bodies including local council authorities (TAA and Building Control) and assurance stakeholders (e.g. Network Rail, TfL) through clear written and oral communication
- **Planning & prioritisation:** managing multiple work assignments and competing deadlines with accurate delivery under pressure through effective prioritisation and reliable administrative control
- **Systems & tools applicable to BSA 2022 Golden Thread:** MS Office (Excel/Word/Outlook/PowerPoint), Common Data Environments (CDEs) such as ProjectWise, Zutec, Autodesk Construction Cloud (ACC), Teams/SharePoint collaboration
- **Building/Structures Information Software:** BIM 360, Tekla Structures, AutoCAD, Trimble Connect
- **Advanced Excel data handling:** XLOOKUP/SUMIFS, Conditional Formatting, cleaning, trackers, charts

Professional Experience

◆ Sept 2021 – present **Design Engineer/Project & Compliance Support, Hewson Consulting Engineers**
Providing technical, administrative and information management support for complex infrastructure and building projects, ensuring compliance with regulatory frameworks and internal quality standards.

CDM Safety/Risk Management & Principal Designer Support (Pre-construction/Design & Handover)

- Supported Principal Designer/Designer (CDM 2015) activities by helping draft and review version-controlled PCI packs, coordinating inputs from designers/stakeholders (e.g. client brief/programme milestones, site constraints, underground services/environmental surveys, significant risks summaries and referenced drawings), maintaining issue history and transmittal records.
- Coordinated design risk information by capturing minutes/actions from design/CDM discussions, maintaining action close-out records and design change/decision trails (assumptions, revision status) highlighting residual risks on drawings and supporting Design Risk Assessments (DRA) quality checks for completeness/consistency, and tracking cross-discipline interfaces/actions to support delivery teams.
- Supported H&S File collation and updates by requesting, tracking and indexing key handover evidence including as-built drawings/models, O&M manuals, H&S documentation, and material/testing certificates, ensuring structured, retrieval-ready records.
- Prepared assurance submission packs relevant to “Building Safety Case Reporting” for external stakeholders (including Local Council Technical Approval Authority & Building Control, NR and TfL), maintaining an audit-ready evidence trail via CDEs and supporting timely tracking & close-out of comments/actions.

Assurance & Document Control

- Managed high-volume technical submissions typ. 50+ per month including (drawings, plans, as-builts, H&S documentation, inspection records and ITP), ensuring completeness, consistent referencing and traceability for approval and handover to asset owners.
- Maintained digital and hard-copy filing, version-controlled document registers (TQs, RFIs, DCRs, NCRs) in line with naming conventions to ISO 19650, registers and audit requirements.
- Maintained trackers for actions/risks, produced concise minutes, captured decisions, owners and timescales, flagging gaps, chasing overdue inputs, escalating issues early to support timely decision-making, accountability and consistent follow-up.
- Conducted works examiner inspections producing evidence trail of photos, diaries, action logs for technical assurance.

Stakeholder Communication

- Managed high-volume email enquiries and information requests (20-50+ per week) from internal teams, site staff, external stakeholders (including local authorities and utility providers), responding clearly, professionally and within agreed timeframes.
- Deputising for the Technical Manager, coordinating with contractors and consultants to obtain inspection records, photographs and technical responses; maintained information logs for completeness and traceability.

Financial Administration, Fee Management & Additional Roles

- Raised, tracked, corrected and reconciled invoices, liaised with finance teams supporting cost monitoring.

H&S Staff Representative: Point of contact for staff on health, safety and wellbeing concerns, supporting escalation, documentation and follow-up; assisting with office FRA action plan collating relevant technical information (drawings, specifications, inspection records) ensuring corrective actions recorded.

Quality Management System (QMS) Auditor: Conducted internal audits reviewing compliance with organisational procedures and standards to ISO 9001, identifying non-conformances, tracking corrective actions and supporting continuous improvement – direct evidence of audit discipline and attention to detail.

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- ◆ Sept 2018 – 2019 **Student Engineer (Year in Industry), HS2 Align JV with VolkerFitzpatrick Ltd**
 - **Supported Principal Contractor-side CDM administration** assisting with review and maintenance of Construction Phase Plan (CPP), Contractor RAMS and incident/near-miss reporting logs with controlled issue, revision and distribution records.
 - **Supported site assurance, document control & technical information coordination** by capturing structured notes/actions from meetings coordinating information between site teams and multi-disciplinary project stakeholders supporting site monitoring evidence (inspection/action records) and maintaining document registers with correct references/version recording (incl. AutoCAD drawings and GIS files).
 - **Provided commercial support to the Temporary Works team** in producing cost estimates/bill of quantities (BOQs) for viaduct and embankment construction, contributing to planning and delivery discussions.
 - **Supported stakeholder & community liaison** through resident engagement consultations capturing community feedback and actions (e.g., noise/disruption mitigation) in registers communicated to the relevant design & delivery teams.

CDM 2015 & Building Safety CPD

- ◆ 2021 – present **Training Courses**
 - The Construction Design and Management (CDM) Regulations 2015 – Socotec UK
 - The Introduction to the Building Safety Act 2022 for Resident Directors – Building Safety Regulator (BSR) and The Leasehold Advisory Service (LEASE)
 - Fire Safety Awareness in Construction and the Built Environment – CITB

Education

- ◆ Sept 2016 –2021 **MEng Civil Engineering – First Class Honours, Brunel University London**
 - Developed analytical foundation in technical design & construction, risk management, and project controls. Dissertation: Building Information Modelling (BIM) focusing on data quality and reliable digital records.
 - ICE Student member