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EDUCATION AND QUALIFICATIONS

1977 - 1981	Drayton School, Banbury 10 CSE's
1981	North Oxon Technical College, Banbury City & Guilds in Brickwork (1 Distinction/2Credits) City & Guilds Communication Level 2 City & Guilds in Advanced Brickwork (3 Credits)
May 88 – May 89	Salisbury College of Technology BTEC Higher Certificate Building Studies Building Law (Merit) Economics of Construction Industry (Merit) IOB Certificate of Competence Site Surveying (Merit) Computers (Merit) Institute of Clerk of Works – Parts I and II
1994	Member of Institute of Clerk of Works and Construction Inspectorate (MICWCI)
2007	Institute of Occupational Safety and Health-Managing Safely (IOSH Version 3)
2009	NEBOSH General Certificate in Occupational Health and Safety
2009	NEBOSH Construction Certificate in Health and Safety
2010	NEBOSH Diploma in Occupational Health and Safety Part C: Pass
2013	NEBOSH National Fire Safety and Risk Management Certificate
2011	Technician Member of Institute of Occupational Health & Safety (TechIOSH)
2013	Associate Member of International Institute of Risk & Safety Management (AIIRSM)

ADDITIONAL TRAINING

2004	Construction Design Management Regulations 1994
2005	MENTOR-Training and Development-
2006	Microsoft Visio XP, PowerPoint, Excel, Word, Report Writers Word 2002XP
2006	ARCA Asbestos Management Certificate
2007	NEC 3:Preparing and Managing Engineering and Construction Contracts Midlands CDM Forum (CDM Regulations 2007)
2012-Present	CPD training to Maintain Professional Memberships

EMPLOYMENT HISTORY

<p>May 2012-Present</p>	<p>Health and Safety and Construction Consultant AMH Consultancy 22 Elizabeth Rise, Banbury, Oxon, OX16 9LZ</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Construction Health and Safety Advisor (Clients and Contractors) • CDM Co-ordinator (Projects up to £2.5m) • Principal Designer (CDM Regulations 2015) • Fire Risk Assessments • Construction Project Management • Clerk of Works Services • Asset Management (Interim Positions) • Surveying Services • Construction Maintenance Management
<p>May 2010-April 2012</p>	<p>Head of Assets Richmond Housing Partnership 8 Waldegrave Road, Teddington , Middlesex, TW11 8GT</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Health and Safety associated with assets • Asbestos Management to comply with Control of Asbestos Regulations 2012 • Legionella Management of all water storage containers within all assets • Electrical test and inspection programmes and compliance with regulations • Compliance with statutory regulations to comply with Regulatory Reform Fire Safety Order 2005. • Department head responsible for 13 members of staff including project management of annual planned maintenance programmes • Ensuring compliance with decent homes to 100% • Writing of service strategy to enable short/medium and long term preventative planned maintenance programmes • Management of asset management database including implementation of Keystone Service and Inspection/Project Management and Asbestos register. • Budget setting, control and monitoring of annual £5m programme of works • Environmental and carbon reduction programmes to manage fuel poverty and increasing thermal comfort to assets. • Project management of £2m cyclical contract under partnering arrangement using TPC 2005 contract • Strict Management and compliance with leaseholder legislation (section20 process)
<p>December 2008-April 2010</p>	<p>Health Safety and Environmental Advisor/Business Development Manager Property Care (Complete Maintenance) Ltd. 120 Brize Norton Road, Minster Lovell, Witney, Oxon, OX29 0SQ</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Introducing and implementing management system based on HSG 65 • Health and safety policy and procedure writing/implementation and review • Health and safety audits on site and within offices • Health and safety management reports • Effective implementation of health and safety committee • Writing and implementing risk assessments-specific/generic/site specific/COSHH

	<ul style="list-style-type: none"> • Responsible for Health and Safety Training • Organization and participation of 'toolbox' talks • Responsible for induction training/yearly health and safety training • Development of Environmental Policy • Successfully achieving Constructionline and CHAS accreditation • Successful accreditation of ISO 9001 and ISO 14001 <p>Reason for Leaving: Pursue role back into Asset Management</p>
September 2008- November 2008	<p>Operations Manager (3 Months Fixed Term Contract) Ibstock Place School, London ,SW15 5PY</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Setting of budgets associated with general maintenance/estates works working closely with Bursar to set yearly budget targets • Planned and reactive maintenance associated with school buildings • Horticultural management and works • Organization of classrooms prior to commencement of teaching each morning • Effective line management and organization of 12 in-house operatives carrying out scheduled and unscheduled maintenance works(1 electrician, 1 plumber, 10 multi-skilled) • Management of grounds/horticultural works with in-house labour team including working closely with Local Authority with regards to protected trees. • Liaising with teachers and academic staff to establish requirements needed • Organization of rooms, layout of site, security for activities outside school times such as firework night, open evenings, staff/parent functions • Programming and control of external contractors carrying out planned preventative maintenance such as fire alarms, gas servicing, security alarms, general seating equipment • Management of health and safety including participation in health and safety committee.
June 2008-August 2008	<p>Contracts Manager (3 Months Fixed Term Contract) ART Contracts Ltd, 120 Middleton Road, Banbury, Oxon</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Effective Management and control of workforce both in-house and external sub-contractors • Delivery of materials and plant to site • Programming of works • Client liaison and progress reports for site meetings • Responsible for Health and Safety on Site • Successful completion of structural and re-roofing works to grade 2 listed building at Kilvrough Manor-Wales.
April 2005 – May 2008	<p>Planned Maintenance Manager Charter Community Housing, Thorpe Lane Depot, Thorpe Lane, Banbury, Oxon</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Setting of and effective management and control of annual budget of £9m involving all contract works associated with Decent Homes projects and annual servicing • Management, supervision and co-operation with external consultants • Organizing tender advertisements in accordance with OJEU regulations • Management and interpretation of stock condition reports and surveys in relation to structural improvements and updating asset management system • Delivering projects within time constraints, budgets and to a high standard in both quality and customer satisfaction; • Detailed reports to Board Members and residents;

	<ul style="list-style-type: none"> • Projects including £16m Kitchen & Bathroom contract, £1.3m PRC refurbishment programme including installation of sustainable ground source heat pumps, £1m heating contract including installation of air source heat pumps, £2m painting contracts and £2m environmental improvement programme. • Planned preventative maintenance including gas servicing, lift servicing, fire alarms, ensuring communal areas were DDA compliant • Managing dedicated team of Clerk of Works, Surveyors, Supervisors, team of 10 in-house operatives and Administrators – including PDPs, line management for health and safety, appraisals, performance management including setting annual targets and monitoring, performance indicators, time sheet records, annual leave/sickness recording, interviewing and promoting the performance of the property services team. • Health and Safety representative for company. • Asbestos management of over 4000 properties and communal areas <p>Reason for Leaving: Centralization of job role with larger parent company</p>
<p>April 2004 to – March 2005</p>	<p>Senior Planned Maintenance Supervisor Charter Community Housing (as above)</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Successful implementation and organization of Asbestos Management programme on 4,000 properties, defining protocol and procedures • Project management of annual £3m heating programme to 1,000 properties, annual £2m Window installation contract to 1,000 properties, external painting programme, garage improvement programme. • General Clerk of Works duties in relation to quality and programming. • Tender and specification preparation for contracts associated with all aspects of works in relation to capital improvements. • Liaising and working with external consultants. • Checking quality of work and signing off invoices and valuations in correlation to amount or quantity claimed. • Supervision and effective control of in-house operatives and external contractors and providing high standards both in quality and customer focus. <p>Reason for Leaving: Promotion to Planned Maintenance Manager</p>
<p>August 1993 to – March 2004</p>	<p>Planned Maintenance Supervisor/Inspector Cherwell District Council, Bodicote House, Bodicote, Banbury, Oxon</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Organizing and managing a programme of Planned Maintenance Works to 5000 properties on a limited £2m annual budget to include new window installations, external painting, and general reactive maintenance with in-house labour team. • Supervision of contracts and contractors for successful completion within budget and to high standards of quality. <p>Reason for Leaving: TUPE Transfer</p>
<p>June 1989 to August 1993</p>	<p>Clerk of Works Cherwell District Council (as above)</p> <p>Incorporating all aspects associated with Clerk of Works role with special responsibility for £2m New Build Housing project, Local Authority housing refurbishment, surveys and alterations above £10k.</p> <p>Reason for Leaving: Internal Re-organization</p>

June 1988 to May 1989	Full-Time Study Salisbury College of Technology Southampton Road, Salisbury
Sept 1981 to May 1988	Bricklayer/Site Manager H&BA Construction, 49 Castle Street, Banbury, Oxon On completion of 5 year Bricklaying course I was promoted to Site Forman with responsibility for supervising site personnel and general day to day running of the site. New build works, flats and houses up to £2m. Reason for Leaving: To learn new skills and qualifications