



Role Profile

Job Title: Asbestos Officer	Role Profile Number: RTH32
Grade: Q	Date Prepared: July 2019
Directorate/Group: Operations – Trade Services	Reporting to: Asbestos Manager
Structure Chart attached:	No

Job Purpose

To administer Asbestos works and inspections to the Council's housing stock and corporate operational buildings in line with agreed policies and budgets to ensure compliance with all relevant statutory regulations, legal obligations and good practice.

Key Accountabilities

- Support identifying strategies and programmes of Asbestos surveys and re-inspections for inclusion in annual budgets and financial forecasts.
- Participate in developing new initiatives, detailed solutions and relevant permissions for Asbestos management.
- Compile contract documentation to let Asbestos survey and re-inspections work and ensure that it is delivered in accordance with the Council's Standing Orders and Financial Regulations.
- Undertake contract administration and supervision of Asbestos survey and re-inspections work including ensuring that contract conditions, specifications and statutory requirements are met. This will include on site witnessing of Asbestos surveys, auditing documents and processes, checking pre-survey planning, ensuring that a robust quality control system is in place.
- Deliver a programme of in-housing training for all Swindon Borough Council staff, including trade operatives in relation to Asbestos.
- Management of Sub-contractors on site completing Asbestos survey and re-inspections work, ensuring they are working in line with Control of Asbestos regulations 2012, Health and Safety at work Act and HSG 264.
- Undertake Asbestos investigation works and compile technical reports.
- Act as a project co-ordinator on capital work programmes to ensure Swindon Borough Council compliance to Control of Asbestos Regulations 2012.
- Monitor and report on delivery of Asbestos management surveys in both HRA and corporate estates.

- Manage the answering of any correspondence with respect to Asbestos including enquiries from residents, Members of Parliament and Members of the Council etc.
- Attend public meetings including preparing any necessary reports, give verbal advice and recommendations with respect to Asbestos policy matters.
- Provide evidence to the Police and Judiciary in respect of relevant issues and attending Court as a witness on behalf of the Council.

Supplementary Accountabilities

- Promote Asbestos management and brief premises' managers and responsible persons on their responsibilities.
- Promote customer care, equality and diversity best practice including arranging Asbestos management training for staff.
- Assist in the management of staff including interviews, appointments and evaluation of performance.
- Attend information events and meetings outside normal office working hours and at weekends as and when required.
- Chair meetings and represent other managers within the team as and when required
- Deputise for other surveyors and engineers to ensure essential service delivery cover is maintained.
- Participate in continuous professional development.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- A comprehensive knowledge of legislation pertaining to Asbestos works, in particular the Control of Asbestos Regulations (CAR) 2012.
- A comprehensive knowledge of HSG 264.
- A comprehensive knowledge of the Health & Safety at work act 1974.
- Good all round knowledge of the types and uses of Asbestos within premises and structures.
- Construction or social housing experience.
- Experience in the delivery of training courses.
- Experience in reading and understanding bulk analysis and analytical Asbestos surveys.
- Knowledge of procurement and contract administration.
- Experience of managing Asbestos surveying contractors.
- Experience in budget and contract management.

Qualifications

- BOHS P402 Building Surveys and Bulk Sampling for Asbestos.
- BOHS P405 Management of Asbestos in Buildings.
- Minimum of 3 years surveying experience.

- 2 years' experience of Asbestos auditing.
- Certified Asbestos training provider.
- Current driving licence.

Decision Making

- Diagnosing appropriate Asbestos Management strategies and recommending solutions.
- Deciding on most cost effective Asbestos work to be carried out (estimates & pricing).
- Approving expenditure for Asbestos Surveys and Re-inspection works.
- Initiating corrective action for poor performance by contractors.

Creativity and Innovation

- Identifying and introducing service improvements.
- Flexibility in delivering Asbestos Surveys and Re-inspection works.
- Producing communication presentations and articles.

<p><u>Job Scope</u></p> <ul style="list-style-type: none"> • Procurement of Asbestos Surveys and management assessments • Monitor and review of programme of Asbestos Surveys and management assessments. • Validate Asbestos Surveys. 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Swindon Borough Council Legal Obligations</p> <p>Asbestos Management surveys to approx. 10,300 Council owned Domestic Properties and 1150 Communal, corporate and operational buildings.</p>
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with premises managers of operational Council owned property and tenant and leaseholder representative groups to help solve complex property challenges.
- Technical advice to both internal & external partners/clients.
- Giving specialist and general property advice to local Councillors and Members of Parliament.
- Producing policies, standard letters, written reports, presentations and form templates.

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor service delivery
- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	