



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Asbestos Technical Administrator	<b>Role Profile Number:</b> BS00001
<b>Grade/Salary:</b> K	<b>Date Prepared:</b>
<b>Directorate/Group:</b> Property Maintenance	<b>Reporting to:</b> Asbestos Manager or an Asbestos Officer
<b>Structure Chart attached:</b> No	<b>No</b>

### Job Purpose

1. To ensure that the database systems are kept up to date in a consistent and accurate with all information.
2. Providing administrative support to the Asbestos team under the direction of the asbestos manager or an asbestos officer.
3. To ensure that all areas of the office environment are maintained and that all paperwork and records are stored as agreed.

### Key Accountabilities

- To input operatives timesheets in daily on the open system.
- To ensure the Asbestos Removals exposure spreadsheet is updated daily and to update a 12 weekly exposures on the database.
- To raise all asbestos removal jobs and release jobs. Preparing job packs for each job raised and ensures all correct paperwork is included.
- Book appoints with tenants and residents for asbestos works or asbestos survey's and update internal and external contractors systems.
- Liaise with contractors to assist with access to all Council owned assets
- Process contractor invoices for approval and payment
- Updating outstanding jobs and survey spreadsheets each time new jobs are raised and surveys are returned.

- Close all completed jobs, invoice and move to correct completed status. Update the asbestos register for all completed removal jobs for removals and the surveying.
- Complete asbestos amendment forms for each completed removal job and Link amendment forms to correct properties using the open system. Same process for the asbestos surveying A-Z folder and compliance spreadsheets. And Scan and archive all completed works to shared drive.
- Request purchase orders and then process invoices received by external contractors in timely manner and Create spreadsheet for all invoices received for accounts payable.
- Answering queries via phone, email and face to face, produce letters, where no access is gained to properties, and liaise with other departments within the council. When being asked to Supply surveys to repair/planners when requested and looking the survey reports for repair operatives out on site. In addition, to liaise with planners/projects. In addition, produce asbestos letters for Voids Depts. and Mutual Exchange. Pay in monies for private collection and produce letter.
- Check lagan daily and ensure closed within timescales, General day-to-day admin duties, printing, scanning, filing.
- To attend meetings with the asbestos manager or an asbestos officer

### **Supplementary Accountabilities**

1. To carry out any other duties, this may be required within the grading of the post, making use of any specialist qualifications.
2. In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.
3. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.
4. You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

**Data Protection:** In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

## **Knowledge & Experience**

1. Knowledge of Word, Excel and Outlook
2. Knowledge of internal IT systems

## **Qualifications**

1. knowledge of the 2012 Control of Asbestos Regulations but training will be given.
2. Maths and English GCSE.

## **Decision Making**

1. Can make effective decisions quickly and is happy to act on own initiative to resolve problems
2. Has proven results obtained through team work and individual effort

## **Creativity and Innovation**

1. Shows creativity is using resources to deliver a cost effective service
2. Has proven results obtained through team work and individual effort

<b><u>Job Scope</u></b>		
<b>Number and types of jobs managed</b>	<b>Budget Holder:</b>	No
Asbestos Department	<b>Responsibility:</b>	Signatory up to £2K
	<b>Asset Responsibility:</b>	

## **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.

## Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

**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

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name::</b>
<b>Date:</b>	