



POST TITLE	ASBESTOS OFFICER - HOUSING
DEPARTMENT	PLACE
DIVISION / SECTION	HOUSING AND HOMELESSNESS
RESPONSIBLE TO (TITLE)	ASBESTOS AND WATER QUALITY MANAGER
NUMBER OF POST HOLDERS	5
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

Provide a customer focussed, high quality Asbestos Service, in a high-risk area, managing and monitoring the surveying and testing of asbestos containing material (ACM) in line with the Legislation Regulations, Asbestos Management System, approved codes of practice, and other guidance.

MAJOR TASKS/JOB ACTIVITIES

- Provide professional advice on complex asbestos-related activities and undertake investigation work in the discharge of the Council's contractual, statutory and non-statutory duties.
- Identify any potential associated risks of Asbestos exposure and provide satisfactory solutions.
- First responder to site of any potential ACM exposures, including taking control of the situation, planning and implementing control measures and taking any appropriate and proportionate actions needed to minimise risk and further exposure including arranging air assurance tests, samples and laboratory testing, arranging containment and communication with public and residents.
- Assist the Asbestos Manager in the efficient organisation of customer requests, survey programmes and sample testing by organising, coordinating, and monitoring survey and sample progress; allocating appropriate work to contractors; monitoring the results of the sample testing and reviewing final reports. Manage the process from submission to disposal and recording the results on relevant systems.
- Carryout audits, non-conforming work investigations and other checks to ensure the integrity of methods and data in compliance with the Council's Asbestos Management System.
- Communicate in an effective, timely and proactive manner findings and remedial action required to Team Leaders, Operations Managers and Senior Managers.
- Arrange, coordinate and quality check the inspection and testing of samples ensuring that the work has been carried out under rigorous procedures as.
- Regularly review, update and comply with the Asbestos Management System.
- Arrange, manage and quality check 4-Stage Clearance Assessments following the removal of asbestos materials by contractors in Council domestic properties and/or in common areas, in accordance with procedures prescribed by the Health and Safety Executive (HSE). Issue to contractors Certificates of Re-occupation following 4-Stage Clearance Assessments.
- Arrange, coordinate and quality check air tests and fibre counting results for background, reassurance, and leak testing. Issue Air Test Certificates following background, leak, and reassurance assessments to appropriate parties.

- Organise and attend off site investigations including the preparation of incident/accident reports for line manager assessment.
- Lead investigations, assess and recommend when incidents should be reported to HSE or not in conjunction with the Asbestos and Water Quality Manager.
- Arrange and quality check/review various asbestos surveys of domestic properties or common areas of blocks to determine the presence of asbestos, in accordance with procedures prescribed by the Health and Safety Executive. Interpret drawings of building layouts marked with the locations of asbestos materials.
- Arrange, coordinate and quality check contractors to undertake bulk sampling of building materials and environmental materials to identify the presence and type of asbestos in domestic properties and/or block common areas.
- Responsible for maintaining all up-to-date asbestos related information including Input of data, photographs and drawings into relevant systems and issue reports using IT equipment.
- Evaluate cost quotations from contractors to ensure best value. .
- Lead, organise and deliver asbestos awareness training courses throughout the Housing Service and other Council Services.
- Deputise for the Asbestos and Water Quality Manager in the day-to-day operations of the section when required.
- Contract and performance management of contractors, reviewing KPIs and ensuring compliance by contractors and high standard of work is produced within required timelines.
- Prepare for, chair and record papers from regular contract management meetings, addressing any performance or compliance issues.

KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Educated to degree level in an appropriate qualification or have considerable relevant experience and demonstrated competence.
- Hold qualifications BOHSP402 (or RSPH Level 3 in asbestos surveying and P405 or and P405).
- Current driving licence essential.
- Deploy creative solution skills to a task to achieve the agreed outcome.
- Lead innovation in the work area to drive efficiency and effectiveness of the service.
- Deliver a high and consistent level of Contract management and be able to use the contract to address contractor underperformance in a constructive way.
- Good project management skills to deliver several complex projects/contracts with conflicting and changing priorities at the same time.
- Have good knowledge of current Legislation, Regulations and approved codes of practice and other guidance.
- Implement best practice to develop and improve scientific and technical support provided to the Housing Service.
- Adapt to changing procedures and policies across the breadth of work and be able to contribute to the development of the service.
- Interpret and assess legislation which requires legal understanding.
- Review all relevant documentation issued by the contractors including the certificate of re-occupation of a property following the removal of asbestos materials.
- Review of building surveys and assess the condition and potential risk to health of asbestos materials and provide advice and recommendations for the safe management, containment or removal of asbestos materials.
- Provide guidance and advice on building surveying, sampling and air monitoring strategies as provided in Asbestos Management System and apply knowledge and experience to the diverse and complex range of buildings and structures in which the work is carried out.

- Develop and maintain effective relationships with a diverse range of internal and external stakeholders.
- Day to day contact with officers across the Council and other partners providing technical and administrative support to the Asbestos Manager.
- Provide professional advice and guidance to protect public health and safety in sometimes challenging situations. Provide advice on the requirement of relocation of property occupants and the safe re-occupation of properties following asbestos removal.
- Provide reports and recommendations/directions when test results demonstrate unsatisfactory or dangerous products or situations.
- Assess building materials and structures to determine the condition of asbestos materials, decide whether sampling for asbestos is required and the potential risk to health of building occupants.
- Carry out duties with limited supervision, consulting the line manager for non-routine enquiries work or specialist guidance.
- Engage specialist asbestos contractors for removal and/or clean-up asbestos materials using appropriate procedures and provide advice to contractors and building occupants on safety issues associated with asbestos materials.
- Manage and monitor all enquiries regarding management of asbestos and respond to enquiries providing a high level of service provision to customers.
- The decisions made will impact on the health, safety and welfare of building occupants and users.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- May be required to work out with normal working hours and at short notice to deal with emergency situations.
- Main function will normally be routine with occasional unexpected emergency situations.
- Will be required to prepare, manage and comply with risk assessments on planned works and will be required to carry out dynamic risk assessments (using training) in situations where there may be hazards present.
- Care should be exercised in the prolonged use of IT equipment in accordance with the Council's policy and guidelines. Health and safety guidelines with risk assessments should be adhered to when conducting site visits. Operate in accordance with the Council's Lone Working policy.

SUPERVISION AND MANAGEMENT OF PEOPLE

No direct supervision of staff but management of contractors in all aspects of the contract is essential.

RESOURCES

Responsible for equipment, vehicle and materials associated with the post and those required by the service area.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).