

Recruitment person specification

Post being recruited for: **Asbestos Officer - Housing**

Our Behaviours

These apply to all posts

Respect

Integrity

Flexibility

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p>Experience of managing asbestos works successfully on site.</p> <p>Proven experience of managing projects/works on site simultaneously to successful conclusion.</p> <p>Clear understanding of risk management and compliance requirements for areas of work.</p> <p>Team player who can work flexibly to meet business requirements.</p> <p>Proficient in the use of Microsoft Office, MODUS, AIMS and other Council IT systems such as NEC.</p> <p>Knowledge of Asbestos Management within social housing environment, including Government and Industry guidance, British Standards and relevant Regulations including the Control of Asbestos Regulations 2012 and HSG 2227 and HSG 264.</p> <p>Carrying out investigations on site, creating report of findings, setting out and delivering report to senior officials and develop improvement plans as necessary.</p> <p>Experience of managing and promoting Health and Safety in a complex environment including effective planning, monitoring and review of Health and Safety requirements</p>	

<p>Knowledge, skills and understanding</p>	<p>The post holder should have a comprehensive knowledge of all relevant current Health and Safety legislation and best practice.</p> <p>The post holder must have, and maintain, a full UK driving licence.</p> <p>Evidence of continuing professional development in their professional discipline and a broad understanding of current issues in local government.</p> <p>Management of Framework Contractors.</p> <p>Identify gaps in knowledge of service area staff, create relevant training materials, organise and deliver training.</p>	
<p>Qualifications and training</p>	<p>BHOS P401, P402,P403,P405,P407 or equivalent.</p> <p>Management of Asbestos (annual).</p>	<p>BSc Construction Management/Beng Civil Engineering.</p> <p>Prince2.</p> <p>Site Management Safety Training Scheme (SMSTS).</p>

Job specific requirements

Contract manage the operational delivery of External Framework Contractors.

Carry out monthly contract meetings with relevant framework contractors including managing and recording under-performance and applying contract conditions where necessary.

Update asbestos registers

Work with Asbestos Manager to create programmes of work to deliver the requirements of the Asbestos Management System.

Interrogation of MODUS (or equivalent).

Planned programme of Condition Monitoring with timescales.

Deliver Asbestos training to Council officers.

Manage stakeholder and customer enquiries effectively, providing clear and accurate advice within knowledge and remit of role.

Maintain accurate Asbestos Management compliance records, commissioning appropriate work orders and monitor progress to completion.

Process payments for approved contracted works where relevant.

Work productively with colleagues to deliver all aspects of the Asbestos Management System for Housing within set agreed timescale.