



Job profile

Building Safety Assistant (Asbestos)

Grade H

Group: Economy, Innovation and Growth

Service: Major Projects and Corporate Property

Location: Civic Centre

Line Manager: Compliance Manager

Car User Status: Casual

Job Purpose

To provide support to the Compliance Manager in the delivery of statutory obligations and regulatory undertakings with regard to asbestos management in all buildings within the Council's portfolio. This will include maintaining up to date and validated data to ensure the Council's asbestos data remains accurate and up to date.

The key roles of this post will include:

1. Working collaboratively with Asset Management, Repairs, Maintenance and capital teams, Housing Management, Health and Safety and external contractors to ensure Asbestos is managed safely.
2. Updating IT systems with all aspects of asbestos management and compliance data to maintain detailed and comprehensive Asbestos Management Plans, and an up to date Asbestos Register.
3. Ensuring that all data in relation to asbestos management is accurate, correctly entered and validated.
4. Ensuring all documentation and certification has been received and stored appropriately on the corporate IT system and referenced to the relevant work order.
5. Collating and monitoring Key Performance Indicators on a weekly basis with completed surveys, re-inspections and remedial actions.
6. Monitoring all remedial work and validating it monthly to specified deadlines.
7. Ensuring that re-inspections are raised at the required frequency and all remedial actions are implemented within timescale.
8. Supporting the development and implementation of processes and procedures in relation to Asbestos Management



9. Providing specialist advice as required, including the review of surveyor's reports and lab results.
10. Being proactive in all aspects of health & safety management to comply with current legislation, including CDM Regulations, and promoting a culture of good health and safety practice within the working environment.
11. Other duties appropriate to the role within asbestos management



Knowledge & Qualifications

Essential:

Knowledge

- Updating and monitoring performance management systems
- Ability to analyse and process technical data
- Delivering accurate and reliable information
- Health & Safety regulations, including CAR 2012
- The use of asbestos in construction

Experience

- The principles of asbestos management, including survey types, and removal works
- Using asbestos software packages
- Producing accurate and reliable information
- Managing / instructing employees / contractors
- Applying technical knowledge to provide solutions
- Relevant legislation and industry guidance
- Using effective negotiation skills to achieve deadlines

Qualifications

- IOSH
- BOHS Proficiency modules P405
- 5 GCSE's at grade 4 or grade C or equivalent.
- Driving License.

Desirable:

Knowledge

- Financial control
- Contract administration
- Document management
- Local Government policies & procedures
- Project management
- Programming - sequence and critical path activities
- Working with a diverse range of customers
- A history of asbestos management
- Health and Safety practices

Experience

- Contract management
- Evaluating RAMs
- Health and safety arrangements in a large organisation
- Northgate/ Keystone / GP2



Qualifications

- NEBOSH/NCRQ
- PRINCE2
- BOHS Proficiency modules P401/2/3/4
- BOHS Certificate of Competence (Asbestos)



Competencies

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|---------------------------------|---|
| Customer Focus | Puts the customer first and provides excellent service to both internal and external customers |
| Communication | Uses appropriate methods to express information in a clear and concise way to make sure people understand |
| Team Working | Works with others to achieve results and develop good working relationships |
| Making things happen | Takes responsibility for personal organisation and achieving results |
| Flexibility | Adapts to change and works effectively in a variety of situations |
| Learning and Development | Actively improves by developing and applying new skills and knowledge and learns from past experiences |