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| **Job Description** |
| **Post title** | Asbestos Officer |
| **JE Reference No** | N7425 |
| **Grade** | 9 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Corporate Property & Land – Building Facilities & Maintenance |
| **Reporting to** | Senior Asbestos Officer |
| **Location** | Your normal place of work will be Meadowfield but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To provide assistance to senior staff in work associated with the Asbestos Management section of Technical Services.

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| **Duties and responsibilities** |

* Maintaining and updating asbestos records and surveys of the Authorities owned, leased, or hired premises.
* Implementing the Codes of Practice and departmental Quality Control System applicable to asbestos management.
* Preparation and reviewing of Asbestos Management plans.
* Contract Documentation.
* Management of asbestos removal contracts inclusive of appointing contractors and liaising with stakeholders.
* Provision of advice to members of the public on asbestos related issues.
* Commission Asbestos Management, Refurbishment and Demolition surveys.
* Provide information and guidance to head teachers, premises managers, designers, etc. on the risk of asbestos and their duties under the CAR regulations 2012.

The generic responsibilities which will be undertaken in support of the above work include the following (if applicable):

* To represent the Section Manager as appropriate at various meetings, working parties, panels etc as directed
* Co-ordinate and participate in internal/external meetings and forums

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * HND (NVQ level 5) or equivalent in a related discipline such as Building, Health and Safety or Occupational Hygiene
 | * Degree or equivalent in a related discipline such as Building, Health and Safety or Occupational Hygiene
* Member or Associate of relevant professional body.
* BOHS P402 or P405
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| Experience | * Experience in Asbestos Management, removal or surveying related field.
* Experience in working as part of a team with other building disciplines to co-ordinate asbestos/building requirements.
* Experience of contract management and documentation.
 | * Experience of the management, control and removal of asbestos in the building industry.
* Experience in carrying out asbestos surveys and risk assessments.
* Dealing with members of the public and elected members.
* Use of Concerto.
* Dealing effectively with end users.
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| Skills & Knowledge | * Ability to write detailed technical reports.
* IT user skills.
* Good communication and interpretative skills.
* Good organisational ability.
* A good understanding of current legislation and best practice in relation to asbestos and general health and safety.
 | * Ability to manage projects and personnel.
* Understanding of the CDM2015 regulations.
* An appreciation of project management principles.
* Experience in and use AutoCADLT.
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| Personal Qualities | * Travel is an essential requirement of the post
* May be required to work outside of normal office hours.
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