

Job Profile

Job Title: Asbestos Technical Coordinator

Job Grade: 3.1

Salary Range: £36,141 - £40,817

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

To lead on the development, management, and delivery of asbestos management within the Property Management Division for the housing stock and wider property portfolio to ensure regulatory and statutory compliance is maintained in the delivery of repairs service and capital programme.

Reporting to the Health and Safety Manager to support in achieving accurate recording and reporting and review of asbestos management plan, policy and protocol to ensure a safe environment for residents and employees.

About you

- Assist the Health and Safety Manager in the identification and specification of necessary resources required for the management of asbestos and to inform all operational budget setting processes associated with asbestos management activities.
- Responsible for the management of asbestos in the Councils property portfolio.
- Manage an audit program of all premises falling under asbestos management to evidence compliance to asbestos management obligations across responsive and planned work programmes.
- Arranging, project managing and auditing asbestos removal and abatement works in premises (both planned and emergency).
- Creating and regularly reviewing the Councils' Asbestos Management Plan and accurate account of the asbestos register.
- Audit of framework contractors including quality assurance of asbestos works to ensure asbestos management works are delivered in line with contractual guidelines and statutory requirements.
- Manage the investigation of asbestos incidents arising including Health and Safety Executive (HSE) investigations.

- Lead on the delivery of continuous improvement of asbestos management by recommendations and implementation through liaison with the delivery teams, contractors and all relevant stakeholders.
- Provide professional leadership, keeping abreast of changes to current asbestos regulations and best practice and work with the asset management teams to update changes to asbestos regulations and statutory compliance.
- Line management responsibility for two Asbestos Compliance officers.
- Regular reporting monthly to senior management on asbestos management KPI's to ensure asbestos regulations are adhered to.
- To work in partnership with other Sections and Directorates of the Council and external organisations. Assisting in dealing with queries and representations from internal/external clients, Council members and others.
- To ensure we deliver asbestos management in line with the Council's policies, procedures and practices.

Work Environment:

- This role will be based at the Jamestown Road and Holmes Road office.
- This role will require visiting properties on a frequent basis pre, during and post completion of asbestos works.
- You will be required to work flexibly to manage and support service delivery this may include changes to working times / patterns in order to deliver an effective service.
- Attendance at external and evening meetings outside normal working hours, as required.

People Management Responsibilities:

N/A

Relationships:

- Reporting to Health & Safety Manager
- Provide support and guidance to Property Services and housing management teams in relation to asbestos management.
- Work in partnership with the capital works delivery team and the responsive repairs team in the delivery of asbestos work programmes.
- Point of contact for contractors and consultants relating to asbestos management.
- Work in partnership with Corporate Health & Safety Team.

Technical Knowledge and Experience:

- Must have a P402
- Knowledge and understanding in the delivery of asbestos management
- Knowledge and understanding of asbestos testing and inspection protocol
- Up to date understanding of asbestos management responsibilities legal obligations and regulations
- Knowledge of construction and maintenance relative to asbestos management

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,