**Job Profile Information: Asbestos Compliance Officer**

**This supplementary information for Asbestos Compliance Officer is for guidance and must be used in conjunction with the Job Capsule for Job Zone 4 Level 1.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The post holder will be responsible for ensuring that the Property Management Division is an effective client for asbestos management, providing support for the Asbestos Manager to report and evidence effective asbestos management and manage the day to day commissioning of asbestos surveys and provision of reports within required timescales.

The post holder will also ensure that all of our activities comply with relevant legislative requirements and that we have the processes, records, internal controls and development activities to ensure we are compliant with all relevant statutes, asbestos legislation and health and safety requirements.

**Example outcomes or objectives that this role will deliver:**

* To take a key role in providing accurate data and system management, determine programmes of planned/responsive works and make sure asset information is robust and up to date. Deputising for the Asbestos Manager, ensuring that key information is provided to Heads of Service to help inform their decisions. Taking a pro-active role in ensuring that the team meets its overall objectives.
* To receive requests/enquiries on asbestos-related issues and make decisions on what actions is required. If necessary, commission asbestos surveys and reports within required timescales and pro-actively monitor the completion of asbestos surveys carried out by third party contractors or consultants. To then take decisions on what action to take on any asbestos materials identified i.e. remove, encapsulate or manage and take responsibility for ensuring that a compliant regime of re-inspections is in place for any asbestos left in situ.
* To implement the Council’s asbestos policies and systems for removal, survey and risk management. To support the Asbestos Manager on developing this for the wider asset portfolio and responsible for monitoring the compliance of asbestos-related guidance and procedures.
* To work with contractors and the delivery team to ensure that the asbestos management delivers a safe and responsive service for residents, including challenging and auditing contractor management of supply chains.
* To be responsible for the investigation and management of dangerous occurrences and major incidents in accordance with statutory requirements.
* Support the Asbestos Manager with the continued development and integrity of the asbestos register. To specify, monitor and audit asbestos removal programmes.
* The ACO will need to ensure that asbestos compliance activities are in line with any new requirements that result from the introduction of new legislation following the Hackitt Review around Building Safety.

**People Management Responsibilities:**

No direct people management responsibilities

**Relationships;**

* The post holder will be expected to have some contact with residents, contractors, and internal and external stakeholders.
* The post holder will prepare draft reports that contain analysis and solutions for inclusion into papers being produced for Senior Managers and Council meetings, including from time to time preparing and presenting the report at these meetings.

**Work Environment:**

* The post holder will be based within office environment and complete field / site work as required.
* The job involves working under pressure with the need to prioritise the workload and meet tight deadlines.
* Work is largely performed in a combination of site based, office based, and laboratory based environments, and this includes regular inspections of remote buildings and sites. This will include managing safe exposure to asbestos and construction hazards as an integral part of the work.
* This is a safety critical area, involving commissioning the testing and sampling of hazardous materials
* The post holder must think creatively on a regular basis so as to identify innovative ways of improving the service.
* The post holder will meet regularly with residents, colleagues in the division, and contractors and must be confident in meeting people and providing a positive image for the council.
* The post holder will be required to assist the Asbestos Manager in making recommendations for approval by senior management on general Housing policy and will be required to make individual decisions around asbestos cases on a daily basis.
* The post holder will be required to use IT including PCs, laptops, mobile phones, cameras and implements related to construction works. They will also be expected to utilise Handheld mobile devices for the purposes of inspection on site and data input

**Technical Knowledge and Experience:**

* Degree desirable / equivalent experience and qualifications essential
* Maintain British Occupational Health Service standards P401, P402 and P405 (Management).
* Find better ways to use knowledge of the building construction process in a public sector housing context.
* Detailed knowledge and working arrangements of the Control of Asbestos Regulations 2006.
* Up to date understanding of health and safety responsibilities.
* Full understanding and working knowledge of HSG264
* Ability to work pro-actively to solve problems.
* Ability to develop good working relationships and effective negotiation and communication skills.
* Ability to manage fire safety programmes of work in conjunction with the Compliance and Design Manager

**Camden Way Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1)

**Chart Structure**

****