

Job Profile - Asbestos Compliance Officer

Job Title: Asbestos Compliance Officer

Job Grade: Zone 4 Level 1

Salary Range: £38,297 - £44,424

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.

An exciting and challenging post has become available within the Asbestos Team for a self-motivated and experienced individual. We are looking for a qualified and experienced asbestos practitioner to take a leadership role in the team, to ensure asbestos management and compliance is being adhered to across Camden's property portfolio including housing, schools, corporate and commercial buildings.

About the role

This diverse role requires an individual with a high level of commitment, to deliver an excellent level of customer service and have exemplary project management and communication skills.

The post holder will be responsible for ensuring that the Property Management 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.

About you

- Degree/ equivalent experience and qualifications essential
- Maintain British Occupational Health Service standards P401, P402 and P405 (Management).
- Experience of working in a public sector, local authority or similar complex organisation.
- Detailed knowledge and working arrangements of the Control of Asbestos Regulations 2012.
- 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.

Work Environment:

- The role is largely performed in a combination of site based, office based work environments which includes regular inspections of remote buildings and sites. This role will include managing safe exposure to asbestos and construction hazards as an integral part of the work.
- The job involves working under pressure with the need to prioritise the workload and meet tight deadlines.
- 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 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 Microsoft packages such as Word, Excel and PowerPoint.

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.

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

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. 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,