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| **Role title** | Asbestos Officer | **Date** | April 2021 |
| **Reports to Title** | Senior Asbestos Officer (SAO) | **Version** | 5 |
| **DBS Disclosure Required:** | **No** | | |
| **Responsibility for End Results** | | | |
| Purpose: | | | |
| To support the Trust objectives to deliver the group asbestos policy through the promotion of good practice across all company departments including the management of asbestos contractors and delivery of the asbestos management programme. Supporting the Senior Asbestos Officer in their role to deliver the group strategy in line with L&Q visions and values. Delivering the planned centralisation of asbestos services. | | | |
| Key Responsibilities / Deliverables: | | | |
| **Main Accountabilities:** List in order of priority, the major activities or functions necessary to achieve the job's end results. The percentage of time spent on each of these should add up to 100%. | | | ***Time***  ***(%)*** |
| 1. **Leadership and management including customer service/values**   Support the Senior Asbestos Officer in the development and implementation of the Trusts Asbestos Policy, including the centralisation of asbestos services under the asbestos team. Actively manage the groups appointed asbestos consultant and removal contractors via direct management and performance reviews. You will be partially responsible for the day to day management of asbestos services in conjunction with the SAO and be a point of contact for all departments for asbestos management. You will be expected to undertake site visits and report back to the SAO. | | | 20% |
| 1. **Strategy/achieving objectives**   You will support the Senior Asbestos Officer in the delivery of the group’s annual asbestos inspection programme, manage and report on communal actions, ensure compliance of the Keystone Asbestos Register (KAR) via Keystone Generic Interface (KGI) returns from all departments, delivering Keystone training for all relevant departments and contractors, and reporting on the compliance of the asbestos consultant and removal contractor via KPI monitoring and reporting. | | | 20% |
| 1. **Working with others – internal**   Working with the Senior Asbestos Officer to undertake internal monitoring of L&Q departments, this will include regular department meetings and reviews as well as producing supporting documents and internal monitoring reports and chasing internal departments for KGI returns, keystone management and incident reporting. You will be required to lead on liaising with department heads and reporting to the Senior Asbestos Officer and Compliance Manager. You will also be required to work closely with the L&Q Corporate Health and Safety (CH&S) department. | | | 10% |
| 1. **Working with others – external**   Work with the Senior Asbestos Officer to deliver effective contractor monitoring and reporting. This will include regular contractor meetings, KPI monitoring, KGI processing and training, monitoring the asbestos inbox, raising work requests via arena and iBuy and undertaking site visits. You will also need to monitor and contact 3rd party contractors employed by the planned programming team and ensure continued compliance. | | | 10% |
| 1. **Compliance**   Reporting to the Senior Asbestos Officer to ensure H&S, regulatory & governance compliance for areas under the job holder's control. Support the Senior Asbestos Officer in regular reviews, monthly reporting and incident investigation, undertaking internal and external audits as well as attending monthly team meetings. | | | 10% |
| 1. **Records and systems**   Participate in developing policies and procedures on asbestos related works, maintain all relevant Trust records and systems including the Keystone asbestos register database, and monitoring KGI returns. Keep up to date with all relevant H&S policies and best practice updates and ensure that Corporate Health and Safety documentation is correct and in line with current legislation. | | | 20% |
| 1. **Risks**   Contribute to the identification of risks as part of the planning process, ensuring adequate mitigation and control measures are implemented. Assist the Senior Asbestos Officer In managing asbestos risk across the trust and updating team risk assessments and suitable training. | | | 5% |
| 1. **Budgetary responsibility**   Working with the Senior Asbestos officer to ensure that all departments are working within the asbestos budget, producing monthly financial spend reports and monitoring unnecessary spend across the trust. You will be required to process and approve quotes for the communal inspection programme as well as producing purchase orders and instructions to contractors. | | | 5% |
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| **Financial Responsibility:** Enter below any typical revenue, operating or capital budgets for which the role is accountable. | | |
| * Ensure department spend is within the group asbestos budget for any given financial year. | | |
| **People Responsibility:**  Indicate below the typical number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range. | | |
|  | ***Direct Reports*** | ***Indirect Reports*** |
| **Total Employees** | 0 | 0 |
| Please list below any outsourced service providers that are typically managed by the role (e.g. payroll), or any functional / project management responsibilities | | |
| Asbestos Consultants and Asbestos Removal Contractors | | |

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| **Knowledge, Skills and Abilities** |
| Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications. |
| 1. Able to demonstrate strong administrative experiences, gained in fast paced working environments - **Essential** |
| 2. Knowledge of asbestos legislation, survey and removal techniques and asbestos administration including qualifications in P405 Management of Asbestos in Buildings – **Desirable** |
| 3. Knowledge of basic H&S legislation and qualification in Level 3 Occupational H&S e.g. NEBOSH General Certificate – **Desirable** |
| 4. Knowledge of asbestos related databases such as keystone – **Essential** |
| 5. Good communication skills, able to work collaboratively within a team interacting with internal and external customers stakeholders at all levels, good note taking and minute making skills - **Essential** |
| 6. Able to demonstrate strong organisational and planning skills, along with effective time management – **Essential** |
| 7. Ability to work under pressure and be organised – **Essential** |
| 8. MS Office suit - Able to use simple business systems, e.g. accounting systems, office applications – **Essential** |

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| **L&Q Success Factors/Competencies** |
| Define the specific behaviour that lead to achieving great performance in the organisation. |
| **Customer Focus** - Commits to achieving the best possible outcome for internal and external customers after understanding their needs and expectations. Values the importance of providing high quality customer service in achieving organisational objectives. |
| **Drive for Results** - Pursues work with energy and drive to achieve objectives even in the face of setbacks and problems. Effectively manages their workload, setting priorities and determining resource requirements to deliver work on time. |
| **Communicating and Influencing** - Clearly conveys ideas and information effectively both verbally and in writing adapting their style and content to the situation and audience. Uses a variety of techniques to persuade and convince others to support an idea or agenda. |
| **Strategic Thinking** - Identifies opportunities for advancing the organisation's mission while maintaining an awareness of L&Q's business areas. Demonstrates financial awareness and a concern for cost effectiveness. Is flexible in their approach and questions conventional approaches. |
| **Solution Focused** - Makes well informed, effective and timely decisions considering the broader impact of these. Generates an array of ideas and solutions to overcome problems and difficulties. |
| **Collaboration** - Builds and maintains effective working relationships with colleagues and stakeholders in order to achieve organisational objectives. Embraces diversity by recognising others skills and perspectives and celebrates individual and team successes. |
| **Knowledge Management** - Displays ongoing commitment to their learning and keeps up to date with developments in their area of expertise. Modifies their behaviour based on experiences and constructive feedback from others. |
| **Managing People** - Translates L&Q's priorities into performance objectives setting clear standards against which performance is measured. Openly and directly discusses performance issues as they arise. Provides coaching and feedback to enhance performance and motivate others. |