

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: Housing and Safer Communities

POSTHOLDER:

SECTION: Repairs and Investment

GRADE: PO4

POST DESIGNATION (TITLE): Asbestos Supervisor

Purpose of Job:

To be responsible to the Asbestos Deliver Manager for:

1. i) Ensuring that the programme of asbestos management surveys is delivered, ensuring any remedial actions are created and implemented in accordance with the asbestos management plan.
2. Provide weekly progress updates of all asbestos inspection and remedial works programmes against the approved RBG property list.
- ii) Arrange for informing relevant staff and clients of findings contained within asbestos reports and arranging for the removal, encapsulation and re-inspections as deemed necessary

Manages up to 0 directly managed staff.

Manages up to 6 indirectly managed consultancy/contracting staff.

Main Duties:

3. Responsible for arranging asbestos management, refurbishment & demolition and hybrid/targeted surveys to be undertaken and thereafter the accountability of the analyse of reports and implementation of actions.
4. Responsible for ensuring that Approx 180 Trade staff are safe and informed on all aspects of asbestos.
5. Responsible for ensuring over 1,000 Employees for housing and safer communities are safe and informed on all aspects of asbestos.
6. Ensuing the safety of all Tenants and leaseholders within Royal borough of Greenwich in relation to Asbestos .
7. Liaison with residents regarding asbestos surveys and removal work
8. Scoping of asbestos surveys and asbestos removal or remediation work to support all R&I workstreams
9. Reviewing and approving pre work documents from contractors including method statements and risk assessments
10. Reviewing and approving quotations and variations from contractors for asbestos surveys and removal work

11. Reviewing and approving completion documentation including waste notes, certificates of cleanliness and job completion packs
12. Review of statutory licenses, contractor accreditations and insurances
13. Update an accurate, comprehensive asset database which will inform a robust strategy for asbestos removal or management.
14. Act as an adviser for any matter relating to asbestos compliance across the repairs and investment directorate, liaising with other directorate as a subject matter specialist and offering recommendations and instructions for asbestos related matters.
15. Identify the properties, assets and risks for the portfolio, with regards to asbestos. Investigate and reduce the number of unknown risks or properties or assets with asbestos.
16. Maintain a comprehensive knowledge and understanding of asbestos legislation, policy and best practice. Developing new ways of doing things to improve compliance, efficiency and financial burdens with regards to asbestos and delivering frontline services.
17. To project manage and supervise the asbestos contractors, chairing and meeting regularly to review operational safety, inspection programmes and remedial works programmes and KPIs, documentation and compliance. Liaising with other directorates that utilise the same contractors and ensuring communication of any action plans is shared.
18. To be responsible for developing the skills and competencies of the staff team through training and development.
19. Monitor key performance indicators (KPIs) for the development and delivery of projects, to help drive a continuous improvement culture.
20. Deals appropriately with a range of enquiries from a variety of sources by e mail, telephone or in person, prioritising the requests on behalf of senior team member.
21. To undertake any other work appropriate to the level and general nature of the post's duties. To accurately record and log statistical information as required.
22. Continually working to improve the efficiency and effectiveness of the Team and of the Department, contribute to business plans and to policy and practice review and development.
23. To ensure that through the effective training of staff, high professional standards are developed and maintained and there are continuous improvements in service delivery.
24. To be responsible for maintaining and promoting your own knowledge of relevant legislation, guidance, best practice as well as local and national resources, and take a lead role in sustaining a learning culture within the organisation.
25. To work with other local stakeholders to ensure strategies are in place to meet the needs of service users/residents.
26. To work in partnership with the directorate/department's performance team to monitor performance indicators and other key data and to ensure that targets are met and performance is monitored.

27. To plan, control and monitor the use of all budgetary and other asbestos related resources allocated in accordance with Council policies.
28. To deal with enquiries and complaints from members of the public, Members and MPs as requested. To advise and prepare replies/reports.
29. To carry out home visits and to different establishments as and when required including work outside of the borough working remotely away from management supervision.
30. Conducting supervisory visits on asbestos surveying, removal, re-inspection and air sampling to ensure that the work has been carried out in a professional manner.
31. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
32. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
33. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
34. Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
35. To undertake supervision/management of staff as and when required.
36. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Person Specification

Job Title	Asbestos Supervisor
Grade	PO4
Service/Section	Repairs and Investment
Directorate	Housing and Safer Communities

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
A comprehensive knowledge and understanding of asbestos legislation, policy and best practice and an ability to advise managers and staff delivering frontline services.	E
Demonstrable comprehensive working knowledge of CAR2012 and HSG264	E
Expert knowledge of asbestos and building safety requirements.	E
Skills and Abilities	
Strong problem solving and negotiation skills, and a proven ability to devise and implement changes to policy and procedures and to improve services.	D
Excellent written and oral communication skills and the ability to communicate effectively with customers, colleagues, elected Members, and other stakeholders; to prepare presentations letters and reports to a high standard.	D
Excellent organisational skills and the ability to work collaboratively with colleagues.	E
Able to work under pressure and manage own time and that of others with minimal supervision.	E
Able to communicate effectively, both verbally and in writing with a variety of people including customers, staff and other agencies.	E
Excellent IT skills, and ability to learn new packages as required. Ability to devise, implement, and maintain record and monitoring systems, including database and spread sheet systems.	E
Driving License is essential and use of own car	E

Experience	
Experience of policy, project management, partnership development and/or service improvement work within an organisation providing frontline housing services.	D
Significant experience in delivering asbestos management in an housing repairs and investment environment.	E
Experience in managing contractors and external partners to ensure effective delivery of programmes	E
Qualifications	
P405 – Management of Asbestos in Buildings or equivalent as a minimum	E
NEBOSH General Certificate/Diploma	D
IOSH Membership (Tech/Grad/CMIOSH)	D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	D