

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Housing and Safer Communities	POSTHOLDER
SECTION	Repairs and Investment	GRADE PO8
POST DESIGNATION (TITLE)	Asbestos Delivery Manager	

Purpose of Job:

To be responsible to the Head of Landlord Risk and Compliance for:

- i) To be the competent person for Asbestos for the Housing and Safer Communities Directorate (HSC) of circa 25,000 tenanted and leasehold homes across circa 1600 buildings (Including over 60 High Risk Buildings) in accordance with established and any new Legislation.
- ii) Act as the competent person responsible for the management of asbestos ensuring the risks to all staff, residents, contractors and stakeholders, are minimised, reducing the chance of harm from uncontrolled asbestos fibres.
- iii) Ensuring the asbestos register is place, kept up to date and that is being used appropriately by staff and contractors across the whole of Repairs and investment, not excluding other teams within Royal Borough of Greenwich.
- iv) Ensuring that the programme of asbestos management surveys is delivered, ensuing any remedial actions are created and implemented in accordance with the asbestos management plan.
- v) Act as the responsible person under the Control of Asbestos Regulations 2012 with regards to asbestos in the councils housing stock.
- vi) Arrange for informing all relevant staff and clients of findings contained within asbestos reports and arranging for the removal, encapsulation and re-inspections as deemed necessary.
- vii) To ensure full compliance with all legislative, best practice, policy and KPI requirements at all times.
- viii) Ensure court processes are followed in relation to no-access, staff are adequately trained, and court is attended to in a timely manner to maintain compliance.

Manages up to 4 directly managed staff.

Manages up to 0 indirectly RBG staff

Manages up to 8 consultancy/contracting staff.

Main Duties:

- 1) 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.
- 2) Update an accurate, comprehensive asbestos register, which will inform a robust strategy for asbestos removal or management.
- 3) Chair any internal governance meetings on asbestos such as the Asbestos Safety Action Group (ASAG), raising reports to the Compliance Operational Group. Actively engage as part of the Compliance Operational Group and other internal operational and governance meetings on asbestos, delivering highlight reports from the ASAG and raising awareness of any risks or issues identified.
- 4) Ensure court processes are followed in relation to no-access, staff are adequately trained, and court is attended to in a timely manner to maintain compliance.
- 5) Investigate and report any asbestos related incidents, ensuring you work collaboratively with colleagues from required departments, including the Health and safety manager.
- 6) Act as competent person 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.
- 7) Develop, implement and maintain an asbestos management plan, including all the relevant statutory documentation including risk assessments, method statements, task sheets and health surveillance records. Provide regular updates and reports to the Senior Management Team, providing updates and briefings for the Compliance Operational Group.
- 8) Develop and maintain a comprehensive suite of asbestos policies, processes and procedures that are current and reflect all relevant statutory and regulatory requirement and best practice.
- 9) Manage asbestos resources well, ensuring regular monitoring with teams on expenditure and spend forecasts, working with the Head of Risk and Compliance, Commercial Manager and Finance Team to ensure timely and accurate reporting and forecasting of financial information, and effective forward planning of resource needs, with regards to asbestos.
- 10) 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.
- 11) Manage the asbestos contractors, meeting regularly to review KPIs, documentation and compliance. Liaising with other directorates that utilise the same contractors and ensuring communication of any action plans is shared.

- 12) To ensure budgets up to circa 5 million pounds, are managed and maintained in accordance with the governance structure set out by the Royal Borough of Greenwich.
- 13) To ensure appropriate quality assurance regimes are in place, to provide assurance that works are being carried out in accordance with legislation, best practice the standards required by Royal Borough of Greenwich.
- 14) Responsible for effective people management, recruitment and selection, training, performance, sickness absence and disciplinary matters.
- 15) Allocate work, agree targets, monitor and implement training programmes and generally develop the skills and competencies of the team generally and motivate staff to perform effectively.
- 16) To manage staff, allocating and delegating work as appropriate and undertaking key management functions such as sickness/absence and leave.
- 17) 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.
- 18) 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.
- 19) To work with other local stakeholders to ensure strategies are in place to meet the needs of service users/residents.
- 20) To deal with enquiries and complaints from members of the public, Members and MPs as requested. To advise and prepare replies/reports.
- 21) Identify suitable sources of funding to support the development of new initiatives. Prepare and present costed proposals and funding bids as required and where successful, participate in the monitoring of financial performance.
- 22) 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.
- 23) 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.
- 24) 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.
- 25) 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.
- 26) 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.

- 27) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.”
- 28) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 29) Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)
- 30) This post does not require a DBS.
- 31) To undertake supervision/management of staff as and when required.
- 32) 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.

Designation of the post to which the post holder normally reports to:

Head of Landlord Risk and Compliance

Person Specification

Job Title	Asbestos Delivery Manager
Grade	PO8
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	
Possessing a comprehensive knowledge and understanding of asbestos legislation, policy, best practices, and building safety requirements, with the ability to advise managers and staff delivering frontline services.	E
Skills and Abilities	
Strong problem-solving, negotiation, and leadership skills, with a proven ability to implement policy changes, improve services, and motivate staff for excellent performance and customer care.	E
Excellent written and oral communication skills, able to effectively interact with customers, colleagues, elected Members, and other stakeholders. Proficient in preparing high-quality presentations, letters, and reports.	E
Exceptional organisational and management skills, with the ability to work collaboratively and utilise a range of IT systems. Proficient in learning new software and maintaining record and monitoring systems.	E
Experience of carrying out asbestos management within a housing service or similar customer-focused organisation.	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
A full UK driving license and use of own car or transport.	E

Experience	
Experience of policy, project management, partnership development and/or service improvement work within an organisation providing frontline housing services.	E
Significant experience in delivering asbestos management in a repairs and investment environment.	E
Experience in managing contracts, governance and procurement.	E
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.	E