

Asset Maintenance/ Condition Officer (Asbestos) – Grade 12

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. Working as the Asset Maintenance/Condition Officer (Asbestos), you will be responsible for the delivery of our asbestos management requirements, striving to achieve a key part of the Council's vision – "people enjoy better health throughout their lives"

Working with colleagues, partners and external consultants, you will ensure that a high quality, customer focused, and efficient asbestos management function is delivered. You will take responsibility for both strategic and operational matters relating to asbestos consultancy within the Capital Delivery and Facilities Management (CD&FM) team

Responsibilities will extend within a matrix arrangement and the post holder will ensure a joined-up response to complex problems that may cut across the Capital Delivery & Facilities Management service, as well as other services/directorates.

This role is based within the Economy & Infrastructure directorate.

Find out more about [working for Kirklees](#).

Key areas of responsibility

Adopting the Council's key working principles e.g. "people" and "partners" you will identify and deliver an asbestos management role, working effectively with colleagues, suppliers and partners to ensure that asbestos risk is minimised and customer needs are met.

Leading on delivering high quality asbestos management, you will lead staff, colleagues, elected councillors and partners to ensure that commissions and priorities are delivered effectively both for and in partnership with our customers.

You will liaise with clients on capital and revenue investments to define the scope of asbestos work required for asset improvements, considering and understanding the business needs, aims and objectives in meeting their desired outcomes.

You will manage and monitor external professional consultants and contractors involved in designing and implementing asset improvement works through the Council's framework agreements.

The post holder will specialise in asbestos management, undertaking technical and design responsibility for a range of capital and revenue projects and for the repair and maintenance of the Council's land and property assets, including multi-discipline and single discipline design teams for new build, refurbishment and remodelling building contracts.

The post holder will be required to work effectively on all occasions with minimal or no supervision, possessing significant skills, knowledge and experience in asbestos consultancy and framework management, ensuring commissions are completed in full, to the quality, time and cost requirements of the brief.

Extensive professional experience, strong negotiation, consultation and influencing skills are essential for this post, as is the ability to build, maintain and manage effective working relationships with stakeholders, clients and partners through regular site visits and liaison meetings. The post holder will also be responsible for ensuring that the service is delivered in line with agreed contracts, policies and procedures.

Reporting to the Corporate Land & Property Compliance Manager, you will lead the Asbestos Consultancy Team effectively, with a focus on achieving high levels of staff engagement, a culture of continuous improvement and managing the performance and development of the team in support of the Councils' objectives.

You will provide leadership to ensure that the team is successful in delivering its requirements under the Control of Asbestos Regulations 2012. You will be responsible for ensuring that the Council, in respect of asbestos compliance, is managed in line with legislative requirements, policies and procedures and for effectively managing the asbestos work programme of the Service. This will include asbestos surveying, re-inspections, air monitoring, four stage clearances, asbestos removal scopes for both our capital and revenue projects alongside asbestos awareness training as required.

You will provide competent advice and support in relation to asbestos consultancy and removal to the CDFM team and the Council more widely.

You will play a key role in developing effective relationships with colleagues, customers and partners through regular one to ones, meetings, site visits and liaison to promote, develop and establish a positive safety culture within the Council so that it can meet its legal requirements in terms of asbestos management. This will include external suppliers from the asbestos consultancy framework.

You will maintain knowledge of the current asbestos regulations, legislation and approved codes of practice to ensure that all policies and procedures are in place and if not are developed to facilitate the effective delivery of asbestos compliance throughout the Council and provide clarity for those with responsibility for operational delivery to ensure these are effectively implemented across the Council.

You will ensure that appropriate surveying & re-inspection programmes are in place, including the procurement of asbestos removal contracts where necessary,

You will have responsibility for updating the Councils' risk log with regards to asbestos. The council has a risk log of its land and property assets with its asbestos risks recorded against these. You will ensure that this is maintained and kept up to date, allowing accurate reporting to managers and to provide guidance for future investment plans.

Using the logs, you will identify any non-compliant buildings or other potential risks in relation to property Health and Safety and formulate corrective action accordingly.

You will ensure service performance is maintained and improved and contractual requirements are met through regular monitoring of standards and KPIs and implement corrective action if standards fall below acceptable levels

You will develop and maintain a customer focused asbestos management service, which continually develops in line with changing customer needs and expectations. Undertaking regular and structured consultation with building users to ensure the service continues to meet their needs. The provision of a prompt and effective response to accident/incident investigations, enquiries, requests and complaints

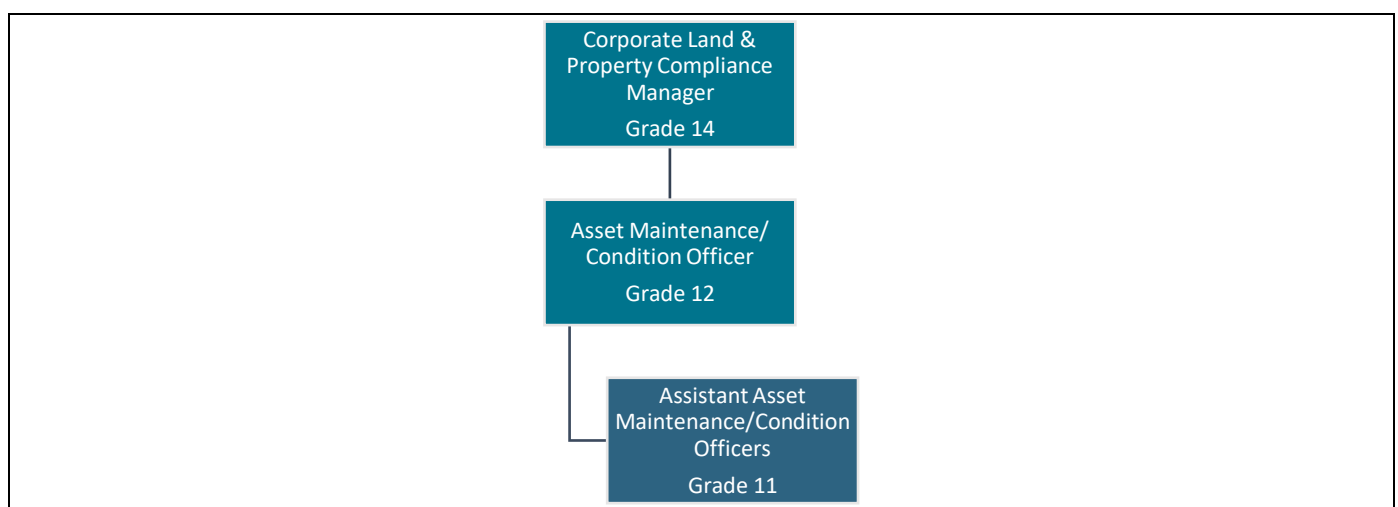
You will develop procedures to monitor the efficiency, effectiveness, accuracy and quality of work undertaken by the asbestos consultancy framework providers and support the development of a set of Key Performance Indicators (KPI's) to measure, monitor and review performance and to implement appropriate actions

As required, you will be required to create, issue and assess framework documents in collaboration with our Procurement & Legal team. This will involve creating specification documents, issuing tenders via OJEU and forming a team to review, assess and issue new frameworks.

You will act as the Framework manager, monitoring and maintaining both the consultancy framework and the asbestos removal standing list.

You will be required to participate in an emergency 'out of hours' standby telephone duty system operating on a rota basis and, by agreement, participate in a voluntary 'out of hours' emergency call out system operating on a rota basis.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
A professional or academic qualification that supports and develops the skills and abilities required for asbestos management. This is demonstrated by either the P405/P407, S301 or W504 certificates	Essential
Certification of competency from an approved body, demonstrated by either the CCP or CoCA or willing to work toward this	Desirable
Significant demonstrable experience or knowledge in asbestos consultancy and asbestos management	Essential
Clear understanding of the regulations, guidance and approved codes of practice linked to asbestos management plus a commitment to remain up to date with any industry changes	Essential
Commitment to further training and professional development	Essential
Proven track record of service delivery to an agreed level of performance and standard including experience of managing customer expectations.	Essential
Experience in providing professional advice regarding asbestos and an ability to do this in a clear way to colleagues who do not have the same operational understanding of asbestos.	Essential
Significant experience of leadership and operational team management	Essential
Working as a team to deliver successful outcomes	Essential
Ability to work alone with little or no supervision whilst being able to deliver the client's needs, on time and on budget	Essential
Demonstrate an approachable, open and constructive approach and manage barriers to communication and building relationships, considering relevant contextual factors	Essential

Knowledge, qualifications, skills and experience	Shortlisting criteria
Demonstrate experience of implementing and managing policies and strategies	Essential
Knowledge and/or experience of creating and managing frameworks for delivery of asbestos consultancy and asbestos removal	Essential
Extensive experience in managing external consultants	Essential
Experience of managing and maintaining risk logs and using these to influence investment in buildings.	Essential
Ensuring high standard of work via implementation of key performance indicators	Essential
IT literate with experience of using software packages such as MS Office and bespoke software packages	Essential
Geographic and functional mobility.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This post requires you to work flexible hours, including occasional evenings and weekends. The post holder may also be required to travel to various locations in order to carry out the duties of the post.

The post holder will be expected to carry out their duties in line with the Council's policies, procedures and relevant legislation. The post holder will be made aware of these in their appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category		Grading ID	
Job ID		Last Updated	10/07/20
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			