

# Asbestos Officer

## *Job Description / Person Specification*

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Borough Council

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## Job Description

**Job Title** Asbestos Officer

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**Location** 19 Bennet Road

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**Grade/Salary Range** RG7 (SCP 33 -39)

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**Service/Directorate** Property Services - DENS

### Job Purpose

Responsible to the Projects Team Manager for delivery of asbestos management services on Housing stock, in accordance with client instructions, agreed outcomes, specific requirements of the Council's asbestos policy and all asbestos related regulations and the Council's quality standards and procedures.

### Designation of Post and Position within Departmental Structure

Reports to Housing Projects Team Manager.

### Main Duties and Responsibilities

1. Arrange and manage inspections and surveys for asbestos-based materials and input gathered information in the Council's asbestos database. The post holder will be responsible for maintaining a re-inspection regime and maintaining the Council's electronic asbestos register.
2. Procure an Asbestos Removal and separate analysis and sampling company Term Contractor in accordance with financial regulations/standing orders.
3. Take a leading role in the preparation of asbestos works specifications on properties for clients and members of design teams.
4. Maintain the Council's asbestos database and asbestos records and assist Building managers to maintain their Asbestos Registers
5. To offer guidance and support, where required, on asbestos related matters to staff, contractors and clients.
6. Assist in monitoring/reviewing working practices to ensure work is delivered within agreed performance levels and meets the Control of Asbestos Regulations 2012.
7. Prepare feasibility studies, estimates and the production of technical reports. Ensure that value is added to the work of the Section through innovation and creativity. Advise clients on feasibility options and recommendations. Establish the most appropriate form of tender. Prepare contract drawings/documents for works. Obtain tenders/quotes within guidelines. Certify accounts; prepare valuations/certificates for interim and final payments.
8. Act as Contract Administrator in administering asbestos removal contracts. Direct and monitor the work of appointed specialist contractors/consultants, prepare estimates and appraise the client of progress, variations and project costs. Evaluate and determine appropriate actions where problems occur and report to clients and line manager.
9. Act as Contract Administrator in administering asbestos analytical and survey contracts. Direct and monitor the work of appointed specialist contractors/consultants, prepare

estimates and appraise the client of progress, variations and project costs. Evaluate and determine appropriate actions where problems occur and report to clients and line manager.

10. Act as Designer/Principal Designer as defined by the Construction (Design and Management) Regulations 2015 on asbestos related projects. Apprise the client of its duties and responsibilities. Develop appropriate action plans for projects.
11. Provide professional advice on all technical aspects of asbestos, actual or potential within projects. Provide professional advice on all technical aspects of asbestos to members of the public and Building Managers. Assist clients engaged in consultation and appraisals within the community.
12. Monitor and control expenditure of assigned project budgets, including production of regular spending reports. Establish and advise financial corrective action to ensure project budgets are not exceeded.
13. Assist the Corporate Projects Team Manager in the overseeing of work, training and development of subordinate staff commensurate with its level of responsibility.
14. Delivery of clearly defined actions linked to the Authority's key priorities
15. Planning processes that reflect continuous improvement and include regular milestone progress reporting
16. Delivery of Best Value principles
17. Deliver cost effective procurement in line with the Corporate procurement strategy and guidelines.
18. Represent Property Services at meetings, working parties and consultations when required to do so by the Corporate projects Team Manager.
19. Carry out adhoc auditing of corporate and educational properties to help assist with compliance and awareness.
20. Arranging for the raising of purchase orders and payment of invoices.

Will be accountable for:

### **Professional**

1. Contract cost control including issue of instructions and valuations with guidance
2. Preparation of estimates as required
3. Negotiation of prices with contractors
4. Assist with budget monitoring for Planned and Capital work
5. Ensure cost of repairs is in accordance with the contract

### **Gateway Criteria**

1. Experience of contract procurement for term contracts
2. Additional Asbestos Related Qualifications (P402R and P407)

### ***Scope of Job (Budgetary/Resource Control/Impact)***

1. The postholder will be required to use their initiative and creative thinking in all aspects of their work. This may range from complex asbestos removal works and simple enquiries from the general public to the successful resourcing and resolution of complex problems, tasks and disputes, including financial management of construction contracts. Within this framework the postholder must ensure that all work carried out complies with current legislation, regulations, specifications, policies and standing orders.

2. Because of the diversity and number of different building types, services and construction methods the postholder is expected to demonstrate a wide ranging technical knowledge and show initiative, ordering repairs or alterations using new and traditional methods.
3. The postholder will also be expected to have detailed knowledge of environmental issues, particularly sustainability and energy efficiency and include these aspects where possible in any works undertaken.
4. The postholder will be in regular contact colleagues, Members and personnel throughout the Council, as well as contractors, consultants, clients and other bodies relevant to the work being undertaken. The postholder will be expected to liaise with regulatory bodies, funding agencies, statutory and health & safety bodies, to ensure the correct delivery of building and maintenance projects on time and within budget.
5. The postholder will need to demonstrate a good ability in time management and prioritising duties which are planned and how best to deal with unknown reactive situations as and when they arise.

### ***Special/Other Requirements/Responsibilities of this Post***

<b><i>Level of DBS check required for this post</i></b>	None
<b><i>If *, does the post require a check against the list of people barred from working with vulnerable adults?</i></b>	NO
<b><i>If *, does the post require a check against the list of people barred from working with children?</i></b>	NO
<b><i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i></b>	N/A
<b><i>Is this post “politically restricted”?</i></b>	YES
<b><i>Responsibility for Health &amp; Safety:</i></b>	LEVEL 2
<b><i>Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</i></b>	N/A
<b><i>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties &amp; Responsibilities” above</i></b>	NONE

## Person Specification

### *Qualifications/Education/Training*

1. Certified Competent Person P402 and P405 with asbestos experience or trade based qualification to advanced level plus 3 years experience in an asbestos related environment.
2. Specific knowledge and understanding of relevant legislation and regulations is essential, e.g. The Building Act, Construction Act, the Construction (Design & Management) Regulations, Health and Safety Legislation and Asbestos Regulations.

### *Experience*

1. IT skills and experience of working with database systems are essential in ensuring an effective service.
2. Experience of contract administration, including knowledge of building construction, maintenance and refurbishment techniques are required.
3. Experience of general management and of leading other professional and technical staff.
4. Experience in a building design or maintenance environment, with experience in a variety of construction situations.
5. Extensive knowledge of asbestos-based materials and all related legislation and regulations
6. Experience in an asbestos related environment
7. Experience of Project Management and developing client briefs, undertaking surveys, preparing feasibility studies, site investigations, schedules of work, technical reports, contract administration and providing general/cost advice or recommendations

### *Skills, Abilities & Competencies*

1. Decision making and problem solving skills
2. Numeracy, statistical, communication and presentation skills are also essential, together with experience in estimating and budgetary control.
3. Effective computer literacy skills
4. Effective communication (written and oral), negotiation and interpersonal skills
5. Able to work on own initiative and be self-motivated

6. Knowledge of building construction, maintenance and refurbishment techniques and working with asbestos
7. Ability to prepare feasibility studies, estimates and technical reports for own area of work and manage projects on site
8. Ability to effectively supervise, support and develop subordinate staff (within section and on projects)
9. Ability to appropriately supervise the work of contractors

### *Specific Working Requirements*

1. 37 hour week.
2. Hold a full current driving licence.
3. Postholder may be required to work in confined spaces, on scaffolding and on ladders
4. Demonstrate a commitment to Reading Borough Council's Equal Opportunities policy and sustainability objectives.