**JOB DESCRIPTION**

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| **Post Title**: **Project Manager (Asbestos Compliance)** |
| **Department**: Operations | **Establishment/Post No**:  |
| **Division/Section**: Facilities Management  | **Post Grade**: 12 |
| **Location**: Town Hall, Bury or any other location in the Borough | **Post Hours**: 37 hours – flexible working scheme  |
| **Special Conditions of Service**: * To be responsible for services that are provided from various locations across the Borough.
* Extended flexi time scheme in operation.
* The post holder will be required to work flexibly outside of normal working hours in accordance with the exigencies of the service, which could reasonably include service responses to emergencies.
* The ability to travel inside and outside of the Borough for which expenses will be payable in accordance with the council’s conditions of service.
* To attend evening meetings in accordance with service requirements.
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| **Purpose and Objectives of Post:*** To provide a facilities management operational service with regard to asbestos management to internal service clients, schools and third-party organisations ensuring all premises are being maintained and used in accordance with legal statute, health and safety legislation and authority policies by services through their building managers.
* The post holder will be the authorities leading expert in asbestos management, providing professional advice and expertise to all colleagues, building managers, departmental managers, site personnel, third party organisations and schools.
* When required to do so manage other statutory compliance and cyclical maintenance contracts.
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| **Immediately Responsible to:** Programme Manager (Premises) |
| **Immediately Responsible for:** None |
| **Relationships: (Internal and External)****Internal:**All Operations Services Employees and other employees of the Authority Premises Managers and Responsible PersonsRepresentatives of Client DepartmentsCouncillors and MPs**External:**Representatives of contractors and suppliersHeadteachers/GovernorsHeads of EstablishmentsStatutory OrganisationsHealth & Safety ExecutiveOther GMCA OrganisationsMembers of the Public |
| **Control of Resources**: **Premises:** Responsibility customer relationships, supplier management.**Financial:** To comply with the financial regulations of the authority. Responsible for all recharges, invoices, income recovery & performance reporting with regards to asbestos service and other compliance activities.**Personnel:** External contractors / consultants through project management**.****Equipment:** Normal Office Equipment and any IT equipment allocated to the postholder including PPE and ladders.**Health & Safety:** Health, safety and welfare of building users/on-site contractors. |
| **Duties/Responsibilities:****Managing Services:**1. Develop, maintain and update asset lists and associated details of council premises which do and do not have asbestos containing materials present.
2. Be responsible for and develop specifications, schedules of rates and tender documents for asbestos consultancy services, asbestos surveying and asbestos removal works.
3. Carry out the project management contract administration role for asbestos consultancy services, asbestos surveying and asbestos removal works and chair monthly and ad hoc contract meetings.
4. Ensure all asbestos management surveys are carried out to all public buildings, schools and third-party organisations and ensure any recommended remedial actions are conveyed to the building manager in writing and acted upon.
5. Ensure that asbestos revisit surveys are carried out to all council buildings, schools and third-party organisations when necessary and where required and ensure that any condition changes are conveyed to the building manager and are acted upon when necessary.
6. Ensure that priority risk assessments are carried out in conjunction with the duty holder and together with the revisit reports and produce management plans, when requested to do so.
7. In conjunction with others manage the development of the risk management database. Ensure that all asbestos information is continually updated. Utilise the database to provide information, queries, reports, mail merges, proformas etc.
8. Responsible for ensuring that all prevention of asbestos services documentation including all management reports, demolition/refurbishment reports, plan of works and test results are copied and stored onto the departments electronic document storage system. Utilise the system to retrieve, store and manage documents.
9. Design, develop and manage a quality assurance system for all Asbestos services works. Carry out quality assurance inspections and report findings in accordance with the system procedures.
10. Develop risk assessments to establish the number and type of asbestos surveys required for the capital programme in relation to housing refurbishment schemes.
11. The post holder will be the authorities leading expert in asbestos management, providing professional advice and expertise to all colleagues, building managers, departmental managers, site personnel, schools and third party organisations. Develop and present formalised training programmes when required
12. Responsible for instructing all colleagues, building managers, departmental managers, site personnel, school headteachers, duty holders and responsible persons of their statutory obligations regarding asbestos management
13. Manage all asbestos remedial works identified through asbestos condition, management or refurbishment & demolition surveys by verifying, specifying, designing, procuring, quoting and ordering works where required, develop long term plans and schedules for prioritising such works
14. Responsible for programmes and schedules in relation to all aspects of asbestos compliance management
15. When required to do so manage other statutory compliance and cyclical maintenance contracts.
16. Contribute generally to the development and promotion of all areas of the Facilities Management Section.
17. Deputise for the Programme Manager (Premises) when absent/not available.
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| **Managing Finances and Resources:**1. Manage, with the assistance of the Programme Manager (Premises) the procurement process for companies to carry out asbestos consultancy services, asbestos surveying and asbestos removal works.
2. Contribute to the business strategy of the section to offer asbestos services to all public buildings and schools by setting out costs and maintaining and developing the use of a proforma/business system.
3. Manage any asbestos remedial/removal works by verifying, specifying, designing, procuring, quoting and ordering when requested. Draft scope of work, carry out appraisal of plan of work and method statement, produce completion statements.
4. Maintain and develop the existing financial systems with regard to asbestos services. Obtain quotations, send quotations, place orders, check and authorise invoice payments, draft recharges, develop financial spreadsheets. All carried out in order to offer value for money, maintaining financial viability and in accordance with the Council’s financial regulations.
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| **Managing Communications and Information:**  1. When interacting with existing and potential customers either whilst out on site, in office meetings or on the telephone the post holder will always take the opportunity to build business relationships, improve customer care and generally promote the services of the premises management section.
2. Provide suitable asbestos advice to colleagues, building managers, departmental managers and site personnel as necessary. Develop and present formalised training when required.
3. Co-ordinate, chair and minute pre-contract and regular progress site meetings, including liaison with client, Department Representatives, Public Bodies, Contractors, and all other members of the design team to review and assess all matters in relation to the contract. Provide and agree overall scheme programme.
4. Carry out detailed surveys and provide reports, produce detailed CAD drawings, and advice to clients or committee in connection with condition, dilapidations and DDA requirements or works undertaken by building users.
5. Provide advice and analysis on potential defects in all aspects of construction.
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| **Corporate Responsibilities:**1. Carry out ongoing research and training in order to stay up to date with current asbestos regulations, HSE guidance and general industry good practice and when necessary, make suitable recommendations to review current practices and procedures in order to comply.
2. Carry out investigations in relation to asbestos Health & Safety Issues, either relating to specific incidents or covering broader issues for the purpose of internal investigations, departmental requests, the council’s Health & Safety Section or the Health & Safety Executive. Instigate emergency procedures, arranging testing, making safe, carrying out remediation works when necessary and when authorised to do so.
3. Market and promote the services of the Facilities Management Team with existing and potential clients as the opportunity arises and as part of promotion exercises and to be point of contact for work referrals.
4. Provide rapid response to Health and Safety issues in relation to whether incidents or product/material failure and through investigation plus analysis initiate temporary or new works as required.
5. Attend courses and continue professional development as part of the Personal Development Plan
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| **Limits of Authority:** |
| **Health & Safety Responsibility:*** To carry out work in a manner that does not place the health and safety of yourself or others at unnecessary and/or inappropriate levels of risk.
* To fully co-operate with the Department’s and the Council’s managers in all matters relating to occupational health and safety.
* To ensure that the Department’s and the Council’s health and safety arrangements are applied.
* To report any damage to equipment and shortcomings in local arrangements to a supervisor or line manager.
* To ensure that appropriate management or organisational representatives are informed of; any apparent cases of serious or imminent danger, any situations which present a significant risk to health or safety, and any shortcomings in departmental and/or organisational arrangements.
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| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service.) |
| **Job Description Prepared By:** | **Signed:** | **Date:** |
| **Agreed Correct By Postholder:** | **Signed:** | **Date:** |
| **Agreed Correct By Supervisor/Manager:** | **Signed:** | **Date:** |

**DEPARTMENT FOR RESOURCE & REGULATION**

**Asbestos Surveyor**

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| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** |
| Commercial Thinking & Analysis | **✓** | Planning | **✓** |
| Customer Service | **✓** | Developing Self & Others | **✓** |
| Delivering Results | **✓** | Teams, Networking & Partnerships | **✓** |
| Values, Ethics & Diversity | **✓** | Adapting to Change | **✓** |
| Delivering a Quality Service (Continuous Improvement) | **✓** |  |  |

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| ***Qualifications / Memberships*** |
| Qualified to degree or HNC/HND level in a relevant subject | **✓** |  |
| Qualified in one or more of British Occupational Hygiene Society – Asbestos Modules: BHOS P402 - Surveying & Sampling BHOS P405 - Management BHOS P406 - Supervision of Removals | **✓** |  |
| ***Knowledge & Experience*** |
| Thorough Knowledge of current asbestos related regulations, approved codes of practice and HSE guidance. | **✓** |  |
| Thorough knowledge of premises asbestos management plans, management surveys and planned re-inspections and demonstrate an understanding of how these are connected. | **✓** |  |
| Experience of project managing asbestos removal/remediation works including: Interpreting existing asbestos survey reports, writing technical specifications and scope of work documents, producing new or amending existing site plans, appraisal of contractors plan of works, method statements, risk assessments and associated documents, chairing pre-contract and progress meetings, management and supervision of site works, issue of variation orders and valuing of work done to final account. | **✓** |  |
| Experience of carrying out quality assurance audits on asbestos surveys and removal activities and ability to develop associated systems. | **✓** |  |
| Ability to carry out asbestos risk assessments on domestic housing stock prior to refurbishment schemes. | **✓** |  |
| Experience of working in a professional/technical consultancy environment with general understanding and experience of business and financial models and processes including: Quotations, on-costs, invoicing, schedule of rates, tender processes and documents. | **✓** |  |
| Awareness of general Health and Safety requirements and legislation including the Health and Safety at Work Act and CDM Regulations 2015. | **✓** |  |
| Competent user of Microsoft 365 applications Word, Excel, Access and Outlook. | **✓** |  |
| Experience of carrying out asbestos management surveys, asbestos survey revisit inspections and asbestos refurbishment/demolition surveys in a wide range of buildings. |  | **✓** |
| Full and current driving licence; access to a car | ✓ |  |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT****METHOD** | **CRITERIA** |
| **Interview/ Assessment** | Ability to develop and deliver presentations / briefings / training appropriate to target audiences |
| **Interview/ Assessment** | Ability to use Microsoft Office applications and administer databases. |
| **Interview/ Assessment** | Ability to manage, process, report on and analyse data |
| **Interview/ Assessment** | Ability to work effectively in a multi-disciplinary team and effectively manage shared support officers. |
| **Interview/ Assessment** | Ability to think strategically, and develop achievable project plans |