

## Job specification



**Job title:** Statutory Compliance Inspection Officer - Asbestos  
**Service:** Housing, Property and Corporate Assets  
**Grade:** G8  
**Reporting to:** Building Services Statutory Compliance Manager

### Your job

Extensive experience of asbestos surveying and / or supervision of asbestos projects in the public or private sector.

Be able to Manage & administer Asbestos Surveying & Analysis Contracts

Hold the following asbestos qualifications, P402 - Surveying and Sampling Strategies for Asbestos in Buildings, P405 – Management of Asbestos in Buildings, W504 (Formerly S301) – Asbestos and Other Fibres (Advanced module).

Have a detailed knowledge of the law and practice likely to arise in building management and maintenance and the ability to carry out effective research and guide the team to do the same.

The ability to work corporately and represent the service including the ability to provide training and guidance to elected members and Officers.

The ability to work as a team to deliver the highest possible professional service.

The ability to identify and maximise opportunities for efficiencies and revenue savings and implement improvement plans as necessary.

You will identify and evaluate the risks and current practices relating to asbestos for the council and suggest strategies to manage this.

You will provide advice and guidance and compile the necessary policies and procedures relating to the specific area of work and legislation.

You will develop and implement a corporate asbestos management policy for the council to ensure compliance with the control of asbestos regulations 2012.

You will be able to Investigate and report on breaches of the regulations, undertaking appropriate actions as required.

Act as the appointed person/responsible officer for the council in relation to asbestos duty holder.

#### **Mandatory statement**

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations

## In this job you will

In the next 12 months, you will:

- Assist and support the building services statutory compliance manager in ensuring that compliance related statutory requirements governing the housing, corporate and if bought back school stock with specific duty of asbestos surveying and management.
- Have the ability to coordinate, manage and discharge asbestos awareness training sessions for both the Council's employees as well as its key stakeholders.
- The ability to plan your own workload competently with minimum supervision and to strict deadlines and a willingness to take appropriate responsibility to act on own initiative to positively influence clients as part of a wider service team.
- Be confident in liaising with contractors and other sectors of the organisation relating to statutory compliance. Be confident in challenging behaviours that could cause risk.
- Display the Wigan behaviours as outlined below.
- Research skills with the ability to analyse facts and figures and to convert into concise reports and able to present findings and recommendations in a clear and coherent way both verbally and in writing
- Assist with the management of compliance related documentation, including the company's asbestos register and statutory certification, ensuring that asset lists are routinely validated and records kept up to date and shared appropriately.
- Support the building service statutory compliance manager to work pro-actively with key stakeholders, including employees, contractors and customers to shape services, develop policies and share information and improve communication that will deliver on our corporate objectives and achieve our obligations as a landlord on going over the first year.
- Assist in the auditing of the specific statutory servicing programmes arranged by the council's partner organisations and ensure value for money and compliance.
- Attend meetings relating to the specific section of statutory compliance covered by housing and corporate stock-
- Provide advice to the building service statutory compliance manager on how to ensure statutory compliance and changes in legislation when they arise and report findings on any serious breaches of compliance- ensuring transparency in the first three months and on- going.
- Explore and generate ideas to increase the buy-back income annually plus maintaining service
- Make suggestions that will drive forward compliance and health and safety as a corporate unit. Being positive and aware of budget constraints.
- Offer appropriate training and guidance to all employees and partners involved in compliance management and associated service delivery.
- Ensure that the team's training is up to date and fulfils their individual roles.

On an ongoing basis you will:

- Actively engage in the Councils "My Time" and "My Time Extra" performance and development programme.
- Attend both the Corporate and Departmental "Listening into Action" Sessions.
- Participate in the Councils ongoing "awareness" programmes.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

## In this job you will need

You must be able to demonstrate the following essential requirements:-

- Experience of working both individually and as part of a team
- Show experience and the ability to support other team members.
- Competence in the control and management of asbestos.
- Proven experience of negotiating with premises occupiers and contractors to identify operational problems and issues.
- Knowledge of and practical experience of applying health and safety good practice and requirements.
- Competency to raise issues, taking ownership of problems and actively seek a solution.
- Ability to consider the impact of your own actions on the customer, colleagues, and the service.
- Experience of prioritising a varied workload.
- Ability to work flexibly in line with the demands of the service.
- Confidence to openly share good and bad practice to enhance day-to-day processes and the customer journey.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

**Be Positive... take pride in all that you do**

**Be Accountable... be responsible for making things better**


**Be Courageous... be open to doing things differently**

**Be Kind... be helpful, generous and thoughtful towards yourself and others**


## Together we will


Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

### We will


 Genuinely care for you and your wellbeing.

 Champion a culture that inspires you to thrive.


 Listen and engage with you to bring your ideas to life.


 Celebrate your contribution and support you to reach your goals and aspirations.

### I will

 Look after my wellbeing and be kind to myself and others.

 Work with others across #TeamWigan to be courageous, innovative and embrace technology.

 Share my ideas and be accountable for making things happen.

 Own my development and let my passion and positivity shine through.