



ROLE PROFILE

JOB TITLE: Asbestos Surveyor

REPORTING TO: Compliance Manager

TEAM: Compliance Team (HMC)

JOB OVERVIEW

To support the Compliance Manager in ensuring that all current legislative requirements are met with respect to the management of existing asbestos in relation to the company's asset portfolio.

To assist in the production, management and implementation of internal policies and procedures relating to asbestos activities and ensuring statutory compliance.

To support the development of the service and embed best practice within the organisation's asbestos management arrangements.

ABOUT FORHOUSING AND THIS ROLE



Respect



Trust



Openness



Passion

With tenants at the core of everything we do our values shine through and drive our behaviour.

ABOUT FORHOUSING

Everything we do aims to positively impact the lives of our social housing tenants and deliver on what matters to them and their communities.

By listening to tenants and keeping them at the heart of all we do, we provide safe, well maintained, sustainable homes and deliver customer focused, equitable and efficient services. And we always want to do better.



Through our tenant focused, inclusive and agile culture, ForHousing is a place where everyone can thrive and be themselves.

ABOUT THE ROLE

You'll work to positively impact tenants and their communities by:

- Supporting the Compliance Manager in ensuring that ForHousing has effective plans, strategies and procedures to manage existing asbestos within the companies' asset portfolio and that these are implemented.
- Undertaking Management, Refurbishment/Demolition and Reinspection surveys on various building types including domestic, commercial and industrial buildings.
- Producing comprehensive asbestos reports and providing advice to a variety of stakeholders.
- Carrying out technical reviewing of outgoing reports.
- Supporting the planning and delivery of investment works and provide asbestos advice to ForHousing staff and stakeholders.
- Preparing briefs, specifications and commissioning consultants and contractors to provide specialist services, reports or surveys in accordance with standing orders.
- Helping to maintain a select list of approved asbestos removal contractors and asbestos consultancies.
- Supporting the Compliance Manager in ensuring that all staff, operatives and company contractors are trained, or receive appropriate awareness training, with respect to asbestos identification and potential hazards. Liaising with Organisational Development to ensure all appropriate training is undertaken and records of such are maintained.
- Advising staff, customers and stakeholders as necessary on all asbestos related issues.
- Arranging asbestos removals and supervising the safe removal of asbestos containing materials.
- Responding to in a timely manner and dealing with enquiries and complaints in accordance with ForHousing procedures and good practice.
- Ensuring that asbestos information is provided to contractors and consultants to deliver repairs and investment delivery to the asset portfolio.
- Collating, managing and maintaining the quality of the data within the company's asbestos registers.
- Assisting with developing performance management, contributing to best practice and managing preparations for external audits and inspections.
- Providing support and guidance to contractors who employed to undertake asbestos removal works on behalf of ForHousing.

WHAT WE ALL NEED TO DO



- Things can change so we may ask you to carry out other duties to make sure we continue to meet organisation and people needs. We'll consult you first and always make sure any different duties are in line with your post and salary
- Our strategic Outcomes are the things we aim to deliver together through our strategies. You will play an important part in what we will achieve. We encourage you to find new or improved ways of working to help make good things happen every day
- You'll help make sure we continue to maintain and even exceed expectations, performance, and compliance standards. At the same time you'll seek best value for money in every part of the job
- If you access commercially sensitive or personal information that may be covered by the Data Protection Act you must maintain confidentiality in line with our policies and procedures. Let your manager know if you aren't clear about anything
- We thrive in an inclusive environment, where everyone is valued. You'll need to familiarise yourself with our equity, diversity and inclusion policies, to help make sure we deliver a person focused service
- Compliance on all aspects of health, safety and welfare for all staff and customers is paramount to how we work together.
- You'll need to carry out any personal development activities which will support you in your job and help you continually innovate and reach your full potential
- From time to time you may need to undertake other tasks commensurate with your role.

Person Specification:

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	Educated to a good level (e.g. to GCSE standard in Maths and English) Be a member of/or working towards becoming a full member of an appropriate construction related professional body i.e. CIOB, RICS, CIBSE (desirable) Have a degree in Building Surveying, Building Services Surveying or equivalent experience (desirable) P402 Building Surveys and Bulk Sampling for Asbestos Have BOHS P403, P404 and P405 modules (desirable)	AF //QC AF / I AF //QC AF //QC AF //QC AF //QC
Experience, knowledge, skills and qualities	Experience of the use of Microsoft office software in particular Outlook, Word, Excel and Teams Have experience in using asset management systems specifically relating to the housing sector (Desirable)	AF / I AF / I



MAKE A DIFFERENCE



	<p>Have knowledge of CDM regulations and their application (Desirable)</p> <p>Extensive knowledge of building maintenance and repair issues (Desirable)</p> <p>Have an understanding of building services' installations in domestic properties (Desirable)</p> <p>Be able to carry out detailed surveys and inspections and produce specifications and schedules of work based on these surveys</p> <p>Possess good organisational communication skills.</p> <p>Should be able to work as part of a team.</p> <p>Should have experience of managing building or building service-related improvement work or maintenance projects to domestic dwellings.(Desirable)</p> <p>Experience within a social housing environment (desirable)</p> <p>Have formal construction related health and safety qualifications (desirable)</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Skills and abilities	<p>Evidence accuracy and attention to detail</p> <p>Able to use initiative</p> <p>A record of undertaking a range of surveys across domestic properties and excellent knowledge of current asbestos legislation</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Personal qualities	<p>Able to work as an enthusiastic and flexible team member, contributing to a wide range of corporate challenges</p> <p>A strong commitment to high quality customer service</p> <p>Adapts positively to change</p> <p>Adopts a flexible approach to the requirements of the job</p> <p>Ability to work collaboratively with others to deliver high quality services to our customers</p> <p>Have high standards of professionalism with respect to work</p> <p>Must have an enthusiasm and willingness to undertake appropriate business-related training</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
Other	<p>Able to travel between Company locations to meet role requirements</p> <p>Access to own vehicle to travel for business requirements</p>	<p>AF/I</p> <p>AF/I</p>

