



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Asbestos Team Leader

Grade: OM08

Reports to: Housing Compliance Manager

Responsible for: A team of qualified trades personnel

Directorate and Service area: Place– Housing Maintenance and Development

Purpose of the job

- To ensure North Northants Council undertakes its legal duties under the Control of Asbestos Regulations 2012 (CAR 2012) and, any future amendments.
- To be responsible for the day-to-day management and delivery of the asbestos team and associated surveys and reports to the Council's housing stock.
- To manage the inspection of newly purchased properties in order to ensure that properties are available for letting within target times.
- To achieve agreed performance targets for the management and monitoring of void properties.
- To lead, supervise and monitor progress of the Council's asbestos surveyors in providing the service.
- To contribute to the development and implementation of cross-cutting corporate initiatives, in line with the Council's 'One Team' philosophy.

Principal responsibilities

1. To be responsible for producing and circulating an agreed quality standard for works on occupied or void properties in the Council's housing stock.
2. To be responsible for ensuring that the Council legally complies with its responsibilities with regards to carrying out re-inspections on properties in the Council's housing stock.
3. To supervise the completion of, Management, R&D (Refurbishment and Demolition) surveys along with other duties associated with asbestos work, including bulk sampling.
4. To be responsible for the supervision, line management and direction of the Council's asbestos team working for the Council's Housing service. To include performance management, absence management and the management of conduct and capability.

5. To generate reports and plans including live updates of asbestos records following the completion of asbestos removal works by teams within the Repairs and Maintenance service area.
6. To be responsible for post inspection of properties ensuring that work has been completed to the correct standard in a timely way and within budget.
7. To provide progress reports on the management and performance of all asbestos surveys and generated reports to the Head of Housing Maintenance and Development and Housing Compliance Manager.
8. To assist in the provision of an effective and efficient emergency service by ensuring that sufficient trades people are appropriately CAT B trained carry out the requirements of the service.
9. To ensure that all statutory requirements, standing orders, contract regulations, financial regulations and other relevant requirements are adhered to in the management and maintenance of the repairs service.
10. To provide information in relation to any complaints or enquiries from customers, Members or the Senior Management Team.
11. To ensure the effective and expeditious implementation of relevant legislative changes regarding CAR 2012 as they affect the Council.
12. To advise, inspect and maintain all the Council's housing stock, including the purchase of specialist equipment where necessary.
13. To work with Project Surveyors on capital programmes with regards to appropriate surveys as required for the related works.
14. To advise and support colleagues on asbestos queries as required.
15. To organise appropriate surveys in all Council housing and applicable HRA communal spaces across North Northants as required.
16. To prepare estimates for the Council's capital and revenue programme and to utilise the Council's financial management system where appropriate.
17. To undertake site visits as necessary to fulfil responsibilities.
18. To respond appropriately to customer enquiries and provide accessible customer information in a range of media, including by letter, telephone, email and face-to-face (both on site, in the office and through the Customer Service Centre).
19. To investigate complaints made in relation to the service provided by the section, or against members of staff under the management of the post holder, and to work in coordination with the Head of Housing Maintenance and Development and Housing

Compliance Manager, to ensure that such complaints are appropriately responded to in a timely manner.

20. To identify opportunities to improve customer service, deliver efficiencies and, contribute to the development and implementation of service improvement projects.
21. To ensure compliance with the Council's procurement policy and process, including financial standing orders and the Council's constitution.
22. To ensure compliance with all Council policies and procedures, with particular reference to the Health and Safety, Equal Opportunities and Communication policies.
23. To support the Assistant Director of Housing when the service is being audited and to assist in ensuring that all audit recommendations are completed in a timely manner.
24. To undertake other duties, which are commensurate with the salary, skills, knowledge and experience of this post, as and when required by the Head of Housing Maintenance and Development and Housing Compliance Manager.
25. To participate in the Council's emergency call-out service on a rota basis.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Relevant Degree or evidence of equivalent experience in the building industry but must have – Asbestos qualifications– • P402 - surveying and sampling strategies for asbestos in buildings • P403 – air sampling and fibre counting • P404 – clearance testing • P405 – management of asbestos in buildings • S301 - Asbestos Knowledge of asbestos and health and safety regulations. Minimum of 5 years' experience working within the asbestos industry. Willing to undertake training as and when required to cover changes in regulation and legislation.	Experience of licensed removal.

Attributes	Essential criteria	Desirable criteria
Experience and Knowledge	Minimum of 2 years' experience of maintenance in a local authority or housing association. Experience of line managing qualified trades personnel. Trade background with a wide knowledge of the building industry, specifically asbestos works. Previous experience of working as a surveyor within the asbestos sector.	Experience of day-to-day repairs, void property repairs and improvement works management within a local authority or housing association. Experience of managing staff in the areas of performance, conduct, capability and absence.
Ability and Skills	A commitment to providing excellent customer service – being responsive, flexible, and dedicated to 'getting it right first time'. A dedication to being your best at all times – being professional, pro-active and open to new ways of working. An enthusiasm for team working – being collaborative, innovative and showing support and respect for colleagues.	

Attributes	Essential criteria	Desirable criteria
	Ability to motivate, manage and supervise tradespeople. Ability to plan and manage maintenance works. Able to communicate effectively and courteously with customers. Fluent in the English language. Problem-solving skills. Able to work under pressure and meet agreed deadlines. Ability to plan and prioritise own workload. Influencing and negotiating skills. Excellent verbal communication and presentation skills. Able to produce clear, concise and persuasive written reports and letters on complex issues. Good IT and keyboard skills, including experience of spreadsheets, word processing and mobile working. Working knowledge of health and safety regulations. Ability and willingness to take part in the council's emergency call out rota / procedure	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Full driving licence and access to a car for work.	