



Role Profile

COMPLIANCE OFFICER (ASBESTOS)			
Reference No:	A5140		
Service:	Building Services		
Job Family:	Planning, Property and Assessors	Grade:	FC7

Purpose
<p>The post holder will operate as part of a small team to develop, coordinate and control the Councils obligations in respect of asbestos and other building related hazardous materials.</p> <p>The post holder will assist the Compliance Team Manager to ensure compliance with all statutory obligations relating to asbestos and other building related hazardous materials in the housing property portfolio, and support professional and technical staff to allow them to meet their corporate and statutory requirements in connection with construction projects. The role extends to the provision of guidance and advice in relation to asbestos and other building related hazardous materials (housing property portfolio only) to Client Services on a Council wide basis.</p> <p>The post holder will also, on occasion, provide cover for property portfolio when required (to provide holiday or illness cover).</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Ensure adherence to Statute Legislation, ACOP's and Council Policies.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent in Building Surveying or a related construction discipline is essential as is a commitment to a continuous personal development in the role	✓	

E = Essential Criteria D = Desirable Criteria

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	BOHS P402 Asbestos Surveying and Risk Assessment BOHS P405 Asbestos Management in Buildings NEBOSH Construction (or General) Certificate 3 years experience gained in a construction based environment as well as experience of managing asbestos gained within a Local Authority or other large organisation Knowledge of data protection principles	✓ 	✓ ✓ ✓ ✓
<p>The post holder, through personal development, must keep up to date with emerging health and safety developments to ensure that training is consistent with changing legislation and good practice.</p> <p>Take action as a result of new or emerging legislation, any incident or accident, Health and Safety Executive visit or new Council focus in consultation with the Compliance Team Manager.</p>	Knowledge of relevant legislation and council policies Evidence of training / CPD, etc Knowledge of health & safety, risk assessment and CDM Numeracy skills, including the ability to take measurements and calculate areas and clearly and concisely describe the property or site in words	✓ ✓ ✓	✓
<p>Providing support and guidance to all colleagues on a cross service basis relating to asbestos management.</p>	Ability to communicate verbally and engage in a professional manner with a range of stakeholders, both internal and external Presentation skills	✓ 	✓
<p>Attending appropriate working groups as directed by the Compliance Team Manager.</p>	Ability to work effectively as part of a team as well as work on own initiative	✓	
<p>Analysing survey information to support the formulation of prioritised planned maintenance programmes.</p>	Ability to manage your peaks in workload, deadlines and priorities, with minimum of supervision.	✓	

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<p>Manage asbestos incidents including implementing emergency procedures on behalf of Fife Council (housing property portfolio only). Issue works requests and other contract specific documentation to contractors/consultants.</p> <p>Ability to carry out asbestos condition monitoring including identifying and reporting matters requiring priority attention.</p> <p>Scheduling surveys to make best use of time and travel.</p>	<p>Ability to carry out risk assessments</p> <p>Ability to travel to various locations across Fife</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Produce and present reports, guidance and other documentation, which will often be of a technical nature as required.</p> <p>This may include asbestos surveys in accordance with HSG264 requirements.</p> <p>Prepare, manage and monitor asbestos registers and associated databases, ensuring they are kept up-to-date.</p> <p>Playing a key role in the development and maintenance of information contained within the Housing Asbestos register.</p> <p>Develop and manage surveys, risk assessments and asbestos management plans, ensuring programmes are implemented and agreed in the management of asbestos.</p> <p>Assisting in ensuring that the housing information held in the database as maintained is current.</p>	<p>IT skills – including MS Office, SharePoint</p> <p>Knowledgeable in the use of AutoCAD</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p>Management of external consultants to ensure compliance with statutory obligations in relation to building related Health & Safety issues, e.g. asbestos surveys, asbestos management/removal.</p>	<p>Display evidence of managing contractors and consultants in compliance with HSE and UKAS guidelines</p>		<p style="text-align: center;">✓</p>

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Ensure the provision of competent and adequately resourced analytical and surveying services by assisting and supporting the procurement and tendering process.			
Monitor documentation for asbestos removal projects and work in progress. Undertake site sampling and inspection of building materials for the identification and/or condition of asbestos containing materials, from single ad-hoc samples to full (HSG264) survey. Monitor arrangements and processes for the correct disposal of asbestos containing materials. Assist in ensuring that Fife Council's duty of care with respect to the Special Waste Regulations is adequately discharged. Ensure asbestos audits and monitoring protocols are prioritised and effectively undertaken.	Evidence of the management of asbestos removal projects or works		✓
Assist in the delivery of UKATA asbestos awareness training.	BOHS P402 Asbestos Surveying and Risk Assessment	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>