

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Asbestos Compliance Surveyor	JEID	R0170
Salary Grade:	Scale K		
Team:	Compliance & Risk Delivery		
Service Area:	Enabling Services		
Primary Location:	Shire Hall		
Political Restriction	This position is politically restricted.		
Responsible to:	Compliance & Risk Delivery Manager		
Responsible for:	n/a		

Role Purpose

- To assist in the management of delivering Warwickshire County Council's asbestos condition programme across its property portfolio, ensuring compliance with the Control of Asbestos Regulations. The role includes asbestos assessments, reporting and strategic planning for asbestos management. The post holder will also provide expert advice to Council staff on asbestos-related issues, particularly in relation to capital project work.
- To support the management and delivery of related asbestos projects.

Role Responsibilities

- Lead and manage the Council's asbestos condition programme, including scheduling inspections, prioritising remedial actions and maintaining accurate records.
- Interpreting and inputting all asbestos related data on to the council corporate system.
- Undertake management asbestos surveys and re-inspections when required.
- Provide professional advice and support to Council staff, stakeholders and project teams on asbestos-related matters, especially during capital project planning and delivery.
- Deliver asbestos awareness training to staff and contractors.
- Liaise with building managers and service leads to promote asbestos safety and compliance.
- Develop and maintain dynamic systems for updating asbestos data and building stock changes.
- Support reactive and planned asbestos schemes in collaboration with area maintenance teams.

- Prepare reports, specifications and pre-contract documentation, and supervise works to ensure compliance and quality.
- Coordinate with the Compliance & Risk Delivery Manager and Health & Safety staff to design and implement asbestos risk management strategies and policies.
- Advise on asbestos-related risks in capital projects, reviewing documentation and liaising with design teams and contractors.
- Promote and manage asbestos risk surveys and related property risk activities for internal and external clients.
- Perform other compliance related duties consistent with the nature and level of the role.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Qualifications:	
P402 Asbestos Surveying Module	A, I, D
P405 Management of Asbestos in Buildings	A, I, D
Experience:	
Minimum 6 months asbestos survey experience, preferably in public buildings	A, I
Experience advising on asbestos in capital projects	A, I
Experience managing contractors and delivering schemes	A, I
Experience dealing with customers and stakeholders	A, I
Knowledge:	
Strong understanding of the asbestos industry and regulations	A, I
Knowledge of construction health & safety and safe working practices	A, I
Skills and Personal Qualities:	
Self-motivated with strong personal drive and ability to work independently	A, I
Excellent planning and organisational skills; able to manage a varied workload	A, I
Effective verbal and written communication skills	A, I
Team-oriented with an understanding of collaborative working	A, I
Flexible and adaptable to changing conditions and priorities	A, I
Competent in Microsoft Office, databases and email systems	A, I
Ability to travel throughout the County to fulfil job requirements	A, I
Special Conditions:	
Physically able to inspect difficult access areas, e.g. plant rooms, roofs, voids and basements	A, I
Willing to complete a CRB disclosure application if offered the post	A, I
Desirable Criteria	Assessed By:

Studying for a full professional qualification

A, I

Member of a relevant professional institution

A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties as specified within Warwickshire County Council's policies and procedures.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis	☐ Driving HGV or LGV for work
☒ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	☒ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
☒ Working at height/ using ladders on a regular/ repetitive basis	☐ Restricted postural change – prolonged sitting
☒ Lone working on a regular basis	☐ Restricted postural change – prolonged standing
☐ Night work	☐ Regular/repetitive bending/ squatting/ kneeling/crouching
☐ Rotating shift work	☐ Manual cleaning/ domestic duties
☐ Working on/ or near a road	☒ Regular work outdoors
☒ Significant use of computers (display screen equipment)	☐ Work with vulnerable children or vulnerable adults
☐ Undertaking repetitive tasks	☐ Working with challenging behaviours
☐ Continual telephone use (call centres)	☐ Regular work with skin irritants/ allergens
☐ Work requiring hearing protection (exposure to noise above action levels)	☒ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☒ Work requiring respirators or masks	☐ Work with vibrating tools/ machinery
☐ Work involving food handling	☐ Work with waste, refuse
☐ Potential exposure to blood or bodily fluids	☒ Face-to-face contact with members of the public
☒ Other (please specify): Working in confined	

spaces	
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