

**Post Title: Asbestos Officer**  
**Grade: NCC H**

### Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

Working within the Building Safety Team as part of a large-sized housing provider, based in Nottingham City and surrounding areas. Assisting the Asbestos Manager in promoting the company's asbestos related safety policies. To establish and maintain the highest standard of customer care whilst managing asbestos contained within the Housing Stock and other premises.

This is a crucial role in ensuring health and safety of residents and workers by supporting the removal, encapsulation, and disposal of hazardous asbestos materials minimizing the risks associated with asbestos exposure.

Ensuring all documentation meets company compliancy controls and is aligned with UK legislation, escalating where necessary. Ensuring all safety/legislative checks are regularly undertaken in line with companies Building safety policy and work with various teams to ensure all work is carried out in a timely manner. Liaising with all stakeholders which can include internal and external contractors, residents and colleagues.

### Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

### Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.

3. To assist the Asbestos Manager to update and maintain the Asbestos database of asbestos, if located or removed, ensuring site logs are updated accordingly.
4. To liaise with the City Council, Constructor Partners and Subcontractors with regards to asbestos locations and potential sites that require testing.
5. To continually review the Asbestos Policy in conjunction with the Health & Safety department to meet changing legislative requirements.
6. To assist in training on and access to the NCC asbestos register through both the intranet/internet.
7. To receive, check and risk assess all reports of potential asbestos and advise all stakeholders promptly.
8. To arrange sealing and notices of affected areas supporting and advising customers, officers and facilities managers of the dangers, risk and risk mitigation.
9. To co-ordinate and manage all asbestos surveys in conjunction with facility managers, heads of service and customers as appropriate, and to co-ordinate and maintain records of all asbestos surveys carried out to NCC Housing stock and communal areas.
10. To assist in the overseeing of a programme of annual inspections of all areas listed and record findings, acting on information where necessary. To record and ensure the integrity of any asbestos materials found.
11. To raise Purchase Orders and have control over Asbestos Budgetary constraints.
12. Have ability to manage Projects involving asbestos removal, remedial actions.
13. To oversee the standard of asbestos management surveys authorised by NCCHS project teams.
14. Ensure Health & Safety risks assessments are undertaken, reviewed and any recommendations followed up within a timely manner in line with departmental standards.
15. Liaise with other NCH departments to review local procedures and working practices to ensure policies and procedures are being followed in line with the Company's risk agenda, making recommendations for change and challenging other work/processes where needed.
16. Provide relevant building safety to contractors so that they may undertake their appointed duties without increasing the risk to people or premises (so far as is reasonably practicable)
17. Act as a Company ambassador, promoting the Company's culture and values internally and to other stakeholders



18. Effective cross company engagement with other teams to ensure joined up service development and delivery
19. Additional duties as allocated by NCC as and when required

**Numbers and grades of any staff supervised by the post holder:**

**N/A**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by: Matt Woods (Building Safety Manager)**

**Date: Feb 2025**


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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	I	D
<b>Individual Leadership</b>	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
<b>Change and Innovation</b>	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
<b>Collaboration</b>	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
<b>Equality, Diversity, and Inclusion</b>	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.		✓	
<b>Technical Skills and Knowledge</b>	Experience of working in the field of Asbestos	✓	✓	
	Evidence of working a relevant field of maintenance	✓	✓	
	Knowledge of standards of work required for Decent Homes	✓	✓	
	Able to inspect work carried out to ensure it is to the required standard	✓	✓	
	Experience of co-ordinating resources in the identification, removal and disposal of asbestos	✓	✓	
	Able to demonstrate skills to improve services and performance for our tenants and leaseholders	✓	✓	
	Experience of developing services to achieve and maintain top quality performance in service delivery, within a Value for Money framework	✓	✓	
	Good interpersonal skills and a proven ability to communicate effectively at all levels	✓	✓	
	Able to develop and present written or verbal information in a clear and concise manner	✓	✓	



	Experience of managing projects using standard methodology to track and deliver results	✓	✓	
	Knowledge and demonstrable experience of maintaining and updating information systems, with the ability to maintain and update accurate data logging, numeric and photographic records in a digital environment.	✓	✓	
	Suitable knowledge and understanding of relevant standards, legislation, regulations, statutory guidance, standards of performance and ethical factors in co-ordinating safety throughout the life cycle of the building.	✓	✓	
	Awareness of responsibility to challenge unacceptable behaviours or practice and how to raise, escalate or flag risks to safety.	✓	✓	
<b>Skills &amp; Abilities</b>	Flexible and adaptable approach to work with the ability to build and maintain effective working relationships, alongside excellent communication skills, building rapport and delivering sometimes difficult messages to a diverse range of stakeholders, including tenants and leaseholders.		✓	
	Proficient in the use of Microsoft Office word processing and spreadsheet software packages.	✓	✓	
	Knowledge and experience of using IT as an analytical and management tool.		✓	
	Must demonstrate an awareness and understanding of equality issues and a commitment to the implementation of Nottingham City Council Equality and Diversity Policy.		✓	
	Must be able to perform all duties and tasks, with reasonable adjustment, where appropriate, in accordance with the provisions of The Equality Act.		✓	
	A clear commitment to equal opportunities principles and practices in service provision and employment.		✓	
	Must be flexible and be prepared to work outside normal office hours, on occasion, according to the needs of the service and willing to work at other office locations as required		✓	
	Demonstrate teamworking ability and strong stakeholder engagement skills	✓	✓	
	Ability to effectively manage, engage and challenge quality of work etc. when necessary, of contractors or project teams and co-ordinate administrative, technical and procedural compliance to ensure safe outcomes.	✓	✓	
	Proficient in knowledge of Financial Regs & Budget Monitoring for the Asbestos Team		✓	
	Ability to supervise/train staff as and when the Team expands as recommended in consultation documents		✓	
		Must hold a Driving Licence with access to a vehicle	✓	
<b>Qualification requirement</b>	Relevant experience and/or qualifications in relevant areas such as: <ul style="list-style-type: none"> <li>British Occupational Hygiene Society (BOHS) qualification in Asbestos (Essential)</li> </ul> <p><i>A candidate not possessing the qualifications listed above but with a substantial and clearly established</i></p>	✓	✓	✓



	<p><i>track record of success in a relevant field may also be considered</i></p> <ul style="list-style-type: none"> <li>Working knowledge of legislation regarding Asbestos (Essential))</li> <li>Evidence of continued professional development</li> </ul>			
<b>Other</b>	Creative and innovative, encourages fresh thinking		✓	
	Deliver services through joint working within a team environment, with a positive and professional attitude to getting things done		✓	
	Ambassadorial and approachable to stakeholders		✓	
<b>A - Application</b>	<b>I – Interview</b>	<b>D – Documentary</b>		