

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF31374
<b>Post Title:</b>	Asbestos and Safety Compliance Advisor
<b>Grade:</b>	Grade 6
<b>School/Department:</b>	Health and Safety Services, Academic and Governance Services
<b>Reports to:</b>	Construction and Estates Health and Safety Advisor
<b>Responsible for:</b>	None

## Purpose

The post-holder will contribute to the work of the Health & Safety Services team, promoting a proactive approach to health and safety throughout the University. The team provides a professional service to the university, covering policy development, advice, training, and auditing. In particular, the post-holder will provide health and safety advice on asbestos. In addition they will support health and safety on other estates-related topics, including providing advice on management of contractors, permit-to-work, isolations, confined spaces and events on the University estate,

## Main duties and responsibilities

### Asbestos-Containing Materials

- Maintaining the Asbestos Management Plan
- Providing competent professional advice and information on ACMs
- Ensuring adequate inspections of ACMs
- Maintaining and updating the Asbestos Register
- Promoting awareness of the hazards of ACMs and responsibilities under the AMP, including through delivering training
- Responding to asbestos incidents
- Providing guidance to maintenance staff on remedial actions or precautions to be taken
- Reviewing project briefs and providing guidance on abatement actions or precautions to be taken
- Advising on the Asbestos Contractor's Plan of Work and on air monitoring strategies.
- Monitoring Asbestos Contractors to assess their compliance with statutory and University requirements
- Has authority to stop work where staff or contractors' performance or actions appear likely to result in a breach of the University's standards or legislation relating to asbestos
- Undertaking audits to ensure UPP are complying with their contractual responsibilities relating to asbestos, under the supervision of the Health & Safety Auditor/Advisor
- Providing advice and support to the Contract Relationship Team as required
- Maintaining their own professional competence

Supporting estates-related health and safety - including providing advice on management of contractors, permit-to-work, isolations, and confined spaces.

- Liaise with stakeholders and develop policy, including developing new Codes of Practice or Safety Notes, under the supervision of the Construction & Estates Health & Safety Advisor
- Support monitoring, auditing and review of compliance
- Promote awareness of hazards, risk assessment and control measures

- Occasional writing of documents such as incident and audit reports

Events on the University estate

- Review event notifications and advise or consult with other members of the team to provide comments to event organisers & event safety co-ordinators

### **Supervision received**

The post reports to the Construction and Estates Health and Safety Advisor, who will provide general supervision. In their absence supervision will be provided by the Health and Safety Services Director. The post holder will be expected to work on their own initiative on topic areas where they lead for the team.

### **Supervision given**

The post does not supervise but provides guidance to the Deputy Fire Safety Advisor in building inspection to ensure the condition of asbestos is adequately and safely inspected.

### **Contact**

Daily contact with other members of Health & Safety Services, including close liaison with the Fire Safety Advisors. Frequent contact with Maintenance, Projects and Estates teams, contractors and consultants to the University to ensure that they are aware of, and meet, University standards.

### **Terms and conditions**

Full time, permanent post. Standard Monday to Friday working week, as appropriate to Framework grades. However, the post holder may be called out in emergencies or in exceptional circumstances.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed:** November 2019

# PERSON SPECIFICATION

Job Title	School/Department
Asbestos and Safety Compliance Advisor	Health and Safety Services, Academic and Governance Services

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Inspection, including observational, note-taking and time management skills and ability to negotiate practical access to workplaces</li> <li>• Providing health and safety advice to a wide range of workers</li> <li>• Ability to carefully and accurately maintain and update electronic records</li> <li>• Reviewing building drawings, plans of work and safe systems of work</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety training</li> <li>• Health and safety auditing</li> <li>• Health and safety incident investigation</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Formal qualification in occupational health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Formal qualification in asbestos management, surveying or analysis</li> <li>• Certificate of Competence in Asbestos (CoCA) (or S301), P402, P405 or P407</li> <li>• Nebosh Diploma</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Control of Asbestos Regulations 2012</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety aspects of the management of contractors, permit-to-work, isolations, or confined spaces, including relevant UK legislation</li> <li>• Event safety</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Contributing to the control of asbestos within varied buildings and workplaces</li> <li>• Ensuring compliance with UK health and safety legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Working in facilities management, maintenance, engineering or groundworks</li> <li>• Management of contractors</li> <li>• Managing First Aid arrangements</li> </ul>

<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Willingness and enthusiasm to work with a wide range of colleagues to effect positive health and safety improvement</li> <li>• Capability to assertively, courteously and professionally intervene to insist on good health and safety standards</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Physically able to undertake extensive building inspection, including in loft spaces and temporary enclosures</li> <li>• Valid driving licence and willingness to drive for work</li> </ul>	

Completed by: Jenny McGrother	Date: 20/12/19
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