

Job Description

Job title:	Asbestos Consultant
Line Manager:	Operations Manager
Location:	Field, Regional

Job description

Main purpose of role

To carry out the full range of asbestos consultancy services to include all types of survey, supervision of removal contracts and associated clearance work, preparation and technical review of reports.

Key responsibilities

The Key responsibilities will include but not be limited to the following:

- Asbestos surveys
- Bulk sampling and assessment
- Statutory re-inspection
- Airborne fibre monitoring, fibre counting, and clearance works
- High level consultancy, client advice on managing asbestos in estates and properties
- Maintaining skills sets on the asbestos skills matrix
- Ensure that all asbestos related work is carried out in accordance with company Asbestos Quality and Procedures Manual (AQPM) and associated documentation.
- To ensure the technical compliance of all work that is carried out and to liaise closely with the Technical Director, Consultancy Director, Quality Manager and Technical Auditors.
- To comply with the Company General Quality Procedures with support from the Quality Manager.
- To provide quality services and information to clients, must have knowledge of all current Asbestos, health and safety and CDM regulations.
- Attend operational team meetings as and when required.
- Ensure that reports are completed in accordance with timescales set and to the required standard.
- Ensure that the duties of the Site Laboratory UQM are implemented as required.
- Participate in the internal and external audit programme for fibre counting, bulk sampling (if approved), surveying and airborne fibre monitoring as required.
- Compile recommendations and technically review reports as necessary.
- To be alert to business opportunities and promote the services of the group, identify inter-company sales opportunities and pass leads
- Implementation and monitoring of safety procedures and statutory safety requirements on the sites to which you control.
- Provide technical advice as and when required
- Attend training courses as and when required
- Prepare health and safety risk assessment and ensure project staff adhere to the assessment.
- To carry out any other duties required as part of the overall strategy to achieve the company's objectives.

Performance measures	
Competency area	Performance indicator
<ul style="list-style-type: none"> Airborne fibre monitoring, fibre counting, supervision and clearance work in accordance with HSG 248 and internal procedures. Surveying, bulk sampling and report approval in accordance with HSG 264 documented HSE procedures and internal Excellent communication skills Embrace a culture that encourages customer excellence Evaluating and measuring to ensure continued improvement 	<ul style="list-style-type: none"> Compliance with monthly QA and QC Maintenance and up-skilling of technical skill set for the regional team Reduction in the anomalies identified under audit or via customer complaints Enhance quality of the service provision to the client measured via client satisfaction surveys
Key relationships	
External	Internal
<ul style="list-style-type: none"> Clients and prospective clients UKAS BSI / BAB auditors HSE 	<ul style="list-style-type: none"> Managing Director Operations Director Technical Director Consultancy Director Operations Manager Director of Construction & Design Sales & Marketing Director Quality Manager Programme Managers / BDMs and KAMs Site staff Bulk Sampling Laboratory Staff Support functions HR Finance department Cooperation with internal auditors
Person specification	
Experience/knowledge required	
<ul style="list-style-type: none"> Must have demonstrable experience within the asbestos field and meet the requirements for the role as set out in the AQP Manual / Integrated Management System Procedures. 	
Personal characteristics	
<ul style="list-style-type: none"> Positive attitude Effective time management and organisational skills Ability to work on own initiative with flexibility and responsiveness to work requests 	
Level of qualifications	
<p>Current recognised qualifications include;</p> <ul style="list-style-type: none"> BOHS P402, P403, P404 & W504 The Royal Society for Public Health (RSPH) Level 3 Certificate in Asbestos Inspection Surveying The Royal Society for Public Health (RSPH) Level 3 Certificate for Asbestos Air Monitoring Analysts The BOHS Certificate of Competence in Asbestos Cert Occ. Hyg. Or Dip Occ. Hyg. (which must include an asbestos module) 	

Core competencies	
Technical	Non-technical
<ul style="list-style-type: none"> • Ability to carry out air monitoring, clearances, supervision and fibre counting correctly in accordance with current documented procedures. • Possesses surveying, bulk sampling and report approval skill set in accordance with documented HSE and internal IMS procedures. 	<ul style="list-style-type: none"> • Good communication skills, both written and oral • IT skills • Proven attention to detail and accuracy of output • Professional attitude and pragmatic approach in dealing with clients, colleagues and any arising issues

Authorisation			
Approved by:	Liam McLoughlin	Date:	9 th July 2020