

Asbestos Compliance Inspector

> Assets & Sustainability > M&E Fire and Asbestos

What it's all about

Reporting to the Asbestos Manager, you will play a crucial role in ensuring overall compliance with asbestos surveys and reinspection programmes. You will act as a subject matter expert in this field, at times deputising for the Asbestos Manager, fostering key relationships with our contractors. Additionally, you will ensure adherence to Asbestos Policy and Asbestos Management Procedure, auditing management and removal within our portfolio, while also ensuring the Company meets its statutory duties as a landlord.

How you'll make a difference

Residents feeling safe in their homes is one of our key objectives. You will hold a central role, liaising with residents, colleagues from multiple departments whilst co-ordinating multiple trades to avoid potentially dangerous situations. You will use your excellent communication skills to keep senior management updated and your technical experience to ensure works are completed to a high standard, and homes are safe for residents to return to.

You will also be carrying out surveys, quality checking contractor reports and completing site-based audits of our contractors, ensuring all required notifications to statutory bodies are made, and that NHG remains compliant with legislation. This work is essential to help residents feel safe in their homes.

How you'll do it

- React to incidents where there is confirmed or potential exposure to Asbestos.
- Manage contractors on site during emergency situations.
- Keep residents and colleagues apprised of situations as they develop, ensuring residents only re-enter their homes when it is safe to do so.
- Ensure all statutory body notifications are submitted in a timely manner and that we remain compliant as an organisation.
- Carrying out Annual Asbestos Re-Inspection surveys across our portfolio.

- Assist in the monitoring/auditing of contractors and other third parties in relation to their asbestos management responsibilities by carrying out site, quality and survey report audits and upload onto the asbestos register in a timely manner.
- Proactively identify asbestos management issues, minimising risk, and implementing solutions based on in-depth knowledge of best practice and legislation.
- Working closely with asbestos removal contractors to maintain asbestos register.
- Quality assure asbestos procedures and report on areas of non-compliance and escalate as appropriate to the Asbestos Manager.
- Review new works which may have an impact on asbestos management arrangements.
- Monitor and improve internal procedures to ensure that adequate control measures are in place to maintain a safe environment for both residents and staff.
- Identify training needs and help develop and deliver training to Company employees and also residents as required.
- Advise relevant departments on the programme of works that will be created by the asbestos surveys.
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.

Hybrid arrangements - The role will require attendance on site 3-4 days per week, with office attendance at least one day per week. You will be responsible for managing your own diary to cover;

- inspections
- contractor audits (site and office based)
- report writing
- attending emergency situations as required

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level.

Essential knowledge, experience and skills including qualifications and professional membership

- P402 Qualification -Proficiency Module in Surveying and Bulk Sampling (mandatory)
- P405 Qualification – Proficiency Module in Asbestos Management (desirable)
- Experience completing asbestos re-inspections for domestic and commercial premises
- Experience reviewing Asbestos surveys completed by contractors and uploading data onto a register
- Experience of contractor and/or stakeholder management in the housing sector.
- Effective communication skills
- Relationship management
- Effective IT skills including **intermediate** MS Office skills, databases and spreadsheets
- Report writing skills
- This role is subject to a **basic** criminal record check (CRB) issued by the disclosure and barring service (DBS)