

Asbestos Manager

Assets & Sustainability

Overview	
Role Purpose	Be the internal expert on asbestos related matters, maintain the Asbestos Management Plan and lead the implementation of the property related aspects of the Asbestos Management Plan across NHG to meet statutory, regulatory and corporate standards for the benefit, health and safety of our residents.
Responsible for	<ul style="list-style-type: none"> Maintenance and review of the Asbestos Management Plan Contract management of asbestos surveying and abatement suppliers
Reports to	Head of M&E, Fire and Asbestos
Line management	Contract Officer
Tier	Tier 6
Expectation Level	Team Manager
Role relationships	
Internal	<ul style="list-style-type: none"> Operational colleagues, including officers and managers with queries on behalf of residents, as well as maintenance and planned investment colleagues supporting the repair and improvement of our residents' homes. Finance team for payment services. Data team to maintain accurate asset records. IT team to benefit from links between contractors and NHG.
External	<ul style="list-style-type: none"> Contractors and consultants delivering asbestos related services. Residents affected by survey, inspection or abatement services.

Manager / leadership criteria	
Functions	Compliance
Staff reports	Total: 1 Direct: 1 Indirect: 0
Budget size	c.£750k per annum
Specific designated, regulatory compliance requirements	Ensure NHG adheres to the Control of Asbestos Regulations.
Other key data (i.e. size of operation, units managed, size of programme etc)	The Asbestos team works across all tenures of NHG, with approximately 32,500 units (50% of the total stock) being developed pre-2000.

Role accountabilities

- Lead the team to ensure the reliable delivery of asbestos services for the benefit of residents, including both contract management of consultants and suppliers.
- Be our internal expert for asbestos services to ensure compliance with statutory, regulatory and corporate requirements.
- To professionally represent NHG with Regulatory bodies and industry safety teams for asbestos.
- Be the duty holder for the effective management of asbestos in our stock.
- Ensure the delivery of the asbestos management programme.
- Ensure that our contractors have the appropriate third party accreditation for the asbestos services they deliver and that consultants perform effective Quality Control and ensure contracts are fully compliant with all relevant statutory, regulatory and corporate requirements.
- Liaise with operational colleagues (including local officers supporting residents and staff delivering maintenance and improvement services).
- Establish, maintain and regularly review policy, procedures and processes to deliver cost effective services and address key areas of asbestos management.
- Lead on implementation of new processes regarding any new asbestos legislation in respect of our landlord obligations.
- Act as first point of escalation for any enquiries and complaints related to asbestos.
- Support and develop your team to enable them to become high performing and creative.
- Deputise for the Head of M&E, Fire & Asbestos when requested.

General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others
- Ensure that you undertake any corporate responsibilities as required, including leading investigations and hearings in formal processes across the business.

The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Essential

- Experience of contractor, stakeholder and resident relationship management
- Experience of contract management
- Demonstrable experience of performance management to improve service delivery and increase customer satisfaction.

Desirable

- Experience of managing public sector procurement process

Professional expertise (know how & experience)

Essential

- Comprehensive knowledge of asbestos management and the applicable statutory and regulatory requirements relating to these risks.

Desirable

Skills

Essential	Desirable
<ul style="list-style-type: none"> • Staff management • Commercial awareness • Performance management • Change management • Relationship management • Effective IT skills including intermediate MS Office skills 	
Qualifications and/or professional membership	
Essential	Desirable
<ul style="list-style-type: none"> • GCSE (or equivalent) Grade A-C in English and Maths. 	<ul style="list-style-type: none"> • Professional member of a body relevant to asbestos management • A degree or relevant qualification in a relevant discipline. • A recognised contract management qualification.

NHG Expectations

NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.

This role is an **Team Manager** expectation level and therefore you should refer to the **Team Manager** expectation profile in addition to this role profile.

The full NHG expectations framework is available on our external job site page and intranet, Milo.

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.