



## Technical Officer – Asbestos

<b>Level:</b>	Grade 8
<b>Team:</b>	Property Services
<b>Reports to:</b>	Assistant Delivery Manager

### About the job

- Be responsible for the day to day planning, organising and co-ordination of Asbestos management within the Repairs and Maintenance team, to ensure full compliance with all applicable legislation and Vico Homes Policies and Procedures.
- To promote the service at all times in a manner consistent with the customer charter ensuring a high standard of customer care is achieved at all times for our tenants and customers.

### You'll be trusted to

- Support Vico Homes Vision and Corporate objectives.
- Contribute to continuously improve levels of customer satisfaction.
- Deliver services in a manner which supports Vico Homes brand and enhances the organisations reputation.
- To be fully aware of appropriate legislation and statutory requirements.
- Be aware of and comply with organisational policies and procedures.
- To work flexibly to meet the changing needs of the service.
- Ensure that all work is compliant with Vico Homes approach to Diversity and Inclusion, data protection, human rights and confidentiality.
- Deliver a high quality and cost-effective Asbestos Management Service.
- Prepare technical and qualitative audits of any asbestos works.
- Provide technical support and guidance in relation to asbestos management and legislation within Property Services.
- Manage and organise operatives and contractors ensuring that those under your control operating throughout Vico Homes perform within agreed and established targets.
- Management of asbestos works carried out by sub-contractors are in accordance with all applicable asbestos management regulations and Vico Homes policies and procedures and works are being carried out utilising good management practices.
- Monitor project related costs for asbestos management and removal.
- Produce management reports relating to Asbestos Management using company procedures.
- Assist in the provision of monitoring and reporting data for Construction Services financial results and performance.
- Ensure that a full training programme is in place to ensure full compliance with all current Regulations, Codes of Practice and Legislation in relation to asbestos management and related health and safety issues and practices.

- Ensure that the delivery of the Asbestos Management Service is as efficient as possible by adapting the delivery of the service to suit customer and business need, multi-skilling, operational hours, seasonal working, flexible working.
- Ensure that performance is achieved in line with current targets and timescales.
- Undertake any other duties commensurate with the overall purpose of the job and the grade.

**Who you'll work with**

**Internal:** All Vico Homes colleagues, Board Members, etc.

**External:** Members of the public, Board members and other public bodies

**Our values**

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 3 of the Regulated Qualifications Framework, such as A levels, Award, Certificate or Diploma at level 3 or equivalent	✓		AF / CQ
BOHS P402 - Surveying and Sampling Strategies for Asbestos in Buildings	✓		AF / CQ
Experience of analysing, monitoring and controlling work processes and procedures relating to asbestos management	✓		AF / I
Evidence of highly effective communication skills with employees, managers, tenants and stakeholders	✓		AF / I
Evidence of the effective use of computerised management information systems for the monitoring and control of work processes and procedures.	✓		AF / I
Good awareness of Health and Safety Legislation and Management.	✓		AF / I
Ability to maintain service delivery with a flexible approach to cross sectional working	✓		AF / I
Able to demonstrate effective organisational management skills in the application of employee development practices and procedures.	✓		AF / I
Able to work as part of a team to deliver targets	✓		AF / I
Able to respond effectively to working under pressure to meet required deadlines	✓		AF / I
Self motivated and able to work with minimal supervision.	✓		AF / I
High standard of personal and professional integrity	✓		AF / I
Commitment to diversity and inclusion initiatives	✓		AF / I
Commitment to quality customer service and continuous improvement	✓		AF / I
A confident, independent and effective decision maker.	✓		AF / I
Valid UK driving licence and the ability to travel throughout Vico Homes operating area as required by the business.	✓		AF / CQ
Able to attend out of hours meetings and emergencies as required.	✓		I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A valid Health and Safety qualification such as SMSTS, IOSH or equivalent or a willingness to work towards		✓	AF / CQ
BOHS P405 - Management of Asbestos in Buildings or a willingness to work towards		✓	AF / CQ
A thorough understanding of asbestos removal processes and notifiable works and the ability to write a plan of works in accordance with HSG264-Asbestos A Surveyors Guide		✓	AF / I

**Key**

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification