

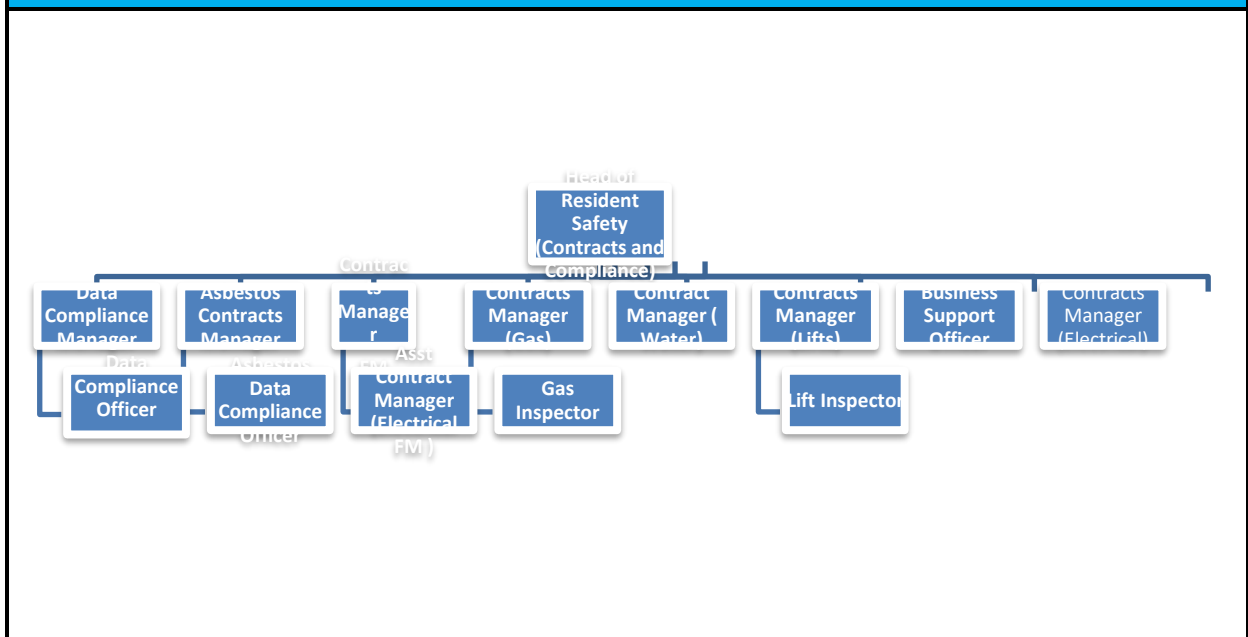
JOB DESCRIPTION

Job Title	Asbestos Contracts Manager
Position Number(s)	
Department	Property Services
Section or Service	Housing Management
Grade/Salary	

DESIGNATION:

Responsible to:	Head of Resident Safety
Employees directly supervised (if applicable):	Data Compliance Officer

Family Tree:



1. JOB PURPOSE:

To undertake service contract management, surveying duties, and contribute to the delivery of an effective professional technical service within the Resident Safety Team (Contracts & Compliance)

To lead the provision of professional technical support and advice on the physical condition of service installations across the range of Facilities Management services and provide support on the development of maintenance programmes and the effective management of associated contracts and budgets.

- The role of Asbestos Manager is designed to support the organisations requirement to Manage Asbestos and fulfilling its obligations.
- Manage Asbestos Contracts ensuring delivery of services in a timely manner, maintaining budget and quality standards.
- Asbestos and associated asbestos training for Housing Management Property Services (Repairs Services) in conjunction with Learning & Development.
- Lead responsibility for data management and design of system improvements.
- Ensure certification is received and uploaded correctly into the Asset Register in a timely manner.
- Quality monitoring and auditing of surveys and removal works.
- Provide advice and guidance to all levels of staff.
- Working in partnership with the Procurement team to procure new contracts as and when required.
- Review specifications and tender submissions.
- Deal with complaints as required liaising with residents and staff.
- Ensuring remedial works and undertaken to the required standards and in a timely manner.
- Review and update Asbestos Management Plan and Policy in line with updated guidance and regulations and business needs.
- Monitoring and auditing the implementation of the Asbestos Management Plan.
- Manage delivery of survey programmes, reinspection's and removal works.
- Liaison between departments as required
- Provide professional technical support across the directorate to ensure compliance on all aspects of asbestos management.
- Ensure that all information systems are appropriately maintained so that colleagues have access to relevant and up to date information.
- Work collaboratively with colleagues across RBKC to ensure effective service provision and achievement of corporate objectives, including contributing to business and service planning and business continuity.
- Review method statements and risk assessments.

2. DESCRIPTION OF DUTIES:

Assist the Procurement Manager with the production of tender documents for planned maintenance and replacement programmes, and the efficient and effective delivery of contracted services as necessary.

The post holder will need to advise on changes to legislation and assist with altering the delivery of the services accordingly.

To recommend changes to the programme to account for legislative changes.

Assist in the development and implementation of building services procedures including quality assurance.

Contribute to the provision of professional advice and support on the design, specification, tendering and supervision of building works including planned maintenance contracts.

To monitor, scrutinise and audit payments for these services.

Provide professional technical support across the directorate to ensure compliance on all aspects of health and, asbestos management, identifying implications for existing contracts and the requirements for new maintenance regimes

Ensure that all information systems are appropriately maintained so that colleagues have access to relevant and up to date information

Work collaboratively with colleagues across the organisation to ensure effective service provision and achievement of corporate objectives, including contributing to business and service planning, risk management and business continuity.

Ensure that organisational expectations in relation to complaints handling, resident engagement and equality and diversity are met.

Undertake other duties relevant to the nature, scope and level of the role as necessary.

To negotiate effectively and use conflict resolution skills appropriately in the context of service delivery.

Perform any other reasonable minor and non-recurring duties, appropriate to the post, as determined by the of Resident Safety.

To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.

To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.

To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.

To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.

To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.

At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

- Operational and Commercial management of contractors and consultants.
- Ensuring delivery of program compliance and the quality of delivery.

- Chairing and documenting contract meetings with supply chain.
- Provide progress performance reporting and managing KPI's.
- Staff management.
- Lead development and delivery of system improvements for the management of asbestos.
- To manage the Asbestos Data Compliance Officer in their daily activity, carrying out regular one to ones and progressing their development plan.
- Housing Management
- Identify training needs, develop and manage appropriate training.
- Management of budget and WIP circa +£500k per year

I agree to the above job description

Post Holder..... **Date**.....

Head of Resident Safety **Date**.....

3. DIMENSIONS:

- Management of budget and WIP circa +£500k per year

I agree to the above job description

Post Holder..... **Date**.....

Director / Chief Officer..... **Date**.....

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Asbestos Contracts Manager
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	<p>Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
B	<p>Qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> • BOHS P405 and P402 or CCP Qualifications • Experience of managing asbestos in social housing • Knowledge and experience of managing contracts and supply chain • Knowledge and experience using Microsoft Excel and other Office products with the ability to produce reports • Liaising with internal and external partners, suppliers, consultants and other service providers in a clear manner • Proven experience administering service agreements, contracts, schedules/specifications, invoices. • Ability to prioritise and meet deadlines <p>Desirable:</p> <ul style="list-style-type: none"> • BOHS P403 and P404 Qualifications • NEBOSH • Knowledge of Keystone and/or any other Asset Management Systems would be beneficial.

C	<p>Skills; Experience and Attitude</p> <p>Essential:</p> <ul style="list-style-type: none"> • Ability to act on own initiative and fulfil objectives. • Ability to prioritise workflow. • Good analytical and attention to detail skills. • Versatility, flexibility with the ability to adapt to changing environments. • Excellent communication skills both written and verbal. • Experience in producing condition surveys and reports • Ability to monitor and oversee budgets. • Relevant Qualifications/experience in contract management or similar. • An understanding of the Commonhold & Leasehold Act (Section 20) in associated with M&E services and contracts. • Experience of negotiating with internal departments and contractors • Experience of tenant liaison. • Experience of managing consultants. • Liaising with internal and external partners, suppliers, consultants and other service providers in a clear manner • Proven experience administering service agreements, contracts, schedules/specifications, invoices. • Ability to prioritise and meet deadlines • Good knowledge of Microsoft Office • Experience using a database to record and extract data; Keystone, Civica and W2 or similar • Experience in procuring contracts. • This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure
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Our Values & Behaviours	
D	<div style="background-color: #00bcd4; color: white; padding: 5px; text-align: center; border-radius: 10px; margin-bottom: 10px;"> PUTTING COMMUNITIES FIRST </div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work.

	<ul style="list-style-type: none"> • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<div style="text-align: center; background-color: #008000; color: white; padding: 5px; border-radius: 10px; width: fit-content; margin: 0 auto;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<div style="text-align: center; background-color: #00aaff; color: white; padding: 5px; border-radius: 10px; width: fit-content; margin: 0 auto;">INTEGRITY</div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued.
G	<div style="text-align: center; background-color: #008000; color: white; padding: 5px; border-radius: 10px; width: fit-content; margin: 0 auto;">WORKING TOGETHER</div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the

Council.

- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.