



Job title	Asbestos Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Compliance Services, Estates & Facilities	Location	University Park Campus

Purpose of role

To act as the University lead for asbestos management taking responsibility for day-to-day management of asbestos materials in buildings and fixed services. Ensure Estates and Facilities (E&F) is meeting the requirements of CAR2012 in all its activities and provide assurance of this. To act as the principal source of specialist advice with respect to asbestos management to Estates and other departments across the University. Alongside the Health and Safety Office, co-own the University asbestos management plan.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Asbestos register management</p> <ul style="list-style-type: none"> ▪ Maintenance of the university digital asbestos register. Ensure the register is up to date and has the information required by CAR2012, and that the processes for communicating this information are robust and meet the requirements of the legislation. ▪ Ensure E&F hold suitable and sufficient asbestos information for day-to-day operation and occupation of buildings under E&F control. Manage appropriate surveys and survey programmes where this information is found to be lacking or requires periodic update. ▪ Regular reporting of asbestos data based on register information. Development of metrics and reporting to ensure data driven decision making and that this can be evidenced. 	30%
2	<p>Asbestos management in E&F activities</p> <ul style="list-style-type: none"> ▪ Identify, develop, implement and monitor asbestos management process and guidance as required within E&F activities, to ensure compliance with CAR2012 and the university asbestos management plan. Activities include reactive and planned maintenance; minor works; refurbishment and development projects; property acquisition and handover; etc. ▪ Develop an assurance programme testing the use of these processes within E&F. 	20%

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	<ul style="list-style-type: none"> ▪ Manage the response in the event of suspected accidental ACM disturbance. Investigate suspected ACM disturbance events and ensure any findings translate into process improvement. 	
3	Supplier management <ul style="list-style-type: none"> ▪ Management of the licensed contractor and asbestos consultancy contracts. ▪ Ensure these suppliers meet or exceed KPIs as set out in contracts. Have oversight of supplier performance on projects undertaken for other sections of Estates, and act as contract lead for E&F managing performance of these suppliers. ▪ Identify, develop and implement improvements to both contracts and supplier base where required. ▪ Manage the budget for these services within parameters as set out by the Head of Compliance Services. 	20%
4	Project management <ul style="list-style-type: none"> ▪ Direct management of asbestos removal or remedial projects in support of asbestos management. ▪ Support project management in development and refurbishment projects undertaken by other sections, acting as a source of expert advice ensuring appropriate consideration can be given to asbestos risk. 	15%
5	Training, advice, University AMP <ul style="list-style-type: none"> ▪ Provision and management of asbestos related training for E&F staff. Identification of training needs for E&F sections. ▪ Develop and deliver training for university departments relating to the University asbestos management plan and the duties of university departments. ▪ Provision of specialist advice to University departments with regards asbestos management. ▪ In collaboration with the University Safety Office, annual review and update of the University asbestos management plan. 	15%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent and effective interpersonal skills (both written and verbal) with the ability to communicate at all levels. ▪ Excellent influencing skills ▪ Excellent written and IT skills ▪ Experience in reporting and auditing skills ▪ Experience of influencing change ▪ Experience of preparing reports and training presentations. ▪ Substantial problem solving abilities with the ability to select and recommend solutions from a number of alternatives. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ In depth knowledge of the Control of Asbestos Regulations 2012 and how they apply to a large organisation. ▪ Significant experience of asbestos management, whether through contracting, consultancy or duty holder responsibility. ▪ Experience of management of digital asbestos information. ▪ Experience managing multiple stakeholders and collaborating with others to achieve the desired outcome. 	<ul style="list-style-type: none"> ▪ Experience in asbestos management at large multi-site organisations ▪ Knowledge of the Construction Design and Management Regulations 2015 and how they apply to large organisations. ▪ Experience of preparing and delivering training to a diverse range of people. ▪ Experience of managing and controlling budgets. ▪ Experience of the Planon CAFM software system.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ P405 ▪ A degree or equivalent qualification in a relevant subject plus substantial relevant experience in a similar role or a proven track record of relevant extensive work experience demonstrating deep specialised and/or broad knowledge in Asbestos management. 	<ul style="list-style-type: none"> ▪ BOHS CoC (Asbestos) ▪ NEBOSH General Certificate ▪ Other asbestos P certs (402;403;404;406;407), S301



The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

