

Job Description

Job title	Asbestos Manager	Date October 2024
Reports to (title)	Head of Health, Safety & Wellbeing	
Contract/Department	Engineering	Revision 1
Location	National	

Job purpose

Describe the overall purpose of the job in two or three sentences.

The Asbestos Manager is responsible for all aspects of asbestos compliance and associated management procedures across our customer's estate to safeguard the health and safety of all stakeholders, including the customer, colleagues, visitors, contractors, and members of the public.

Responsible for maintaining the asbestos management plan.

Retain all asbestos related documents and make available to the client on request.

To provide operational co-ordination and control for all employees, visitors, and supply chain partners of the client /EMCOR UK area of responsibility.

To undertake all asbestos compliance related activities , using appropriately competent personnel , in accordance with relevant law, British Industry guidelines and standards, manufacturer's instructions and guidance, health and safety requirements, building regulations and approved code of practice.

Duties/responsibilities/accountabilities/deliverables

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- List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles. Develop the client's asbestos strategy and the client's asbestos management plan on an annual basis in accordance current regulation and legislation.
- Provide expert advice to the client with regards to asbestos management.
- Assume the role of competent person (asbestos) (as defined in the asbestos management plan) to undertake a review and update annually all of the asbestos risk assessments in relation to the client's properties.
- Generate, amend, monitor, and report on progress against the asbestos management plan and advise the client of all issues and mitigating actions within agreed timescales.
- Manage all current asbestos surveys and asbestos registers and ensure they are accessible and accurate for all personnel visiting or undertaking works in any areas containing or potentially containing and Asbestos Containing material (ACM) in customer properties.
- Manage and update the asbestos database (Shine) as a change is identified or takes place.
- Qualify and appoint certified and licenced (in accordance with current legislation asbestos testing and asbestos removal specialist supply chain partners.
- Provide all necessary notifications and interfaces with the Health and Safety Executive.
- Manage incident response and communication is in line with the Safety Asbestos management plan.
- Manage the reactive service to the client in the event of the discovery of materials containing asbestos (ACM) in any of the clients' facilities.
- Monitor and report to the client on the performance of any asbestos consultants and removal contractors so appointed.
- Provide a project management service for all asbestos removal works from any building or structure, including the delivery of all air monitoring requirements, asbestos removal activities and the formation and management of all associated risk assessments.
- Where asbestos removal is required as a result of a client initiated project, manage the removal of the asbestos identified in the survey.
- Manage the undertaking of a full risk assessment and provide CDM plans as required for all asbestos removal works.
- Manage the provision of asbestos familiarisation training where appropriate.
- Manage the provision of training to all authorised persons (asbestos) as defined within the client's organisation and make appropriate arrangements for the management of asbestos.
- Manage the planning and co-ordination of both planned and reactive surveys ensuring the asbestos register and plans are updated and the customer are aware of the results.

Job Description

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Functional authority to the Head of Health Safety and Wellbeing with regards to ACM compliance.
- No direct reports.
- Budget held by the Engineering Manager.
- Working in concert with the procurement function to oversee safety related information provided by the supply chain partner including RAM's and the competency of operatives.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- A relevant nationally recognised professional asbestos qualification e.g. BOHS Certificate of Competence or BOHS P407 plus P405 plus P404 plus P403 & P402.
- Certificate of Competence in Asbestos (CofC in Asbestos)
- Level 4 NVQ Diploma (Contract Managers) desirable.
- NEBOSH diploma.
- Experience of ISO 9001, 14001 and 45001 and 45003 standards.
- Comprehensive knowledge and understanding of all aspects of safety and risk management.
- Systematic approach to document administration and retention.
- Detailed knowledge of the Control of Asbestos regulations 2012 and the HSE guidance HSG 248.
- Methodical and disciplined approach to work prioritisation and management.
- Good oral and written communicator at all corporate levels.
- Ability to work as part of and lead, develop and positively influence and inspire both own and operational team.
- Ability to work on own initiative and deliver key objectives.
- Able to work under pressure.
- Empathetic & empowering.
- Guide, coach, and coordinate the work of others.
- Excellent networking skills and the ability to build / maintain relationships at all levels.
- Detailed understanding of EHS legislation.
- Good IT skills.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Travel will be required across the customer's estate to provide routine and emergent ACM management.
Current valid driving licence required.

Line Manager	
Signature	

Job Description

Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	