

Role profile

Job Title:	Asbestos Compliance Lead	Grade:	14
Department:	Housing Asset Management	Post no.:	
Directorate:	Housing and Environment	Location:	Perceval House

Role reports to:	Mechanical and Electrical Compliance Manager
Direct reports:	<ul style="list-style-type: none"> N/A
Indirect reports:	<ul style="list-style-type: none"> Contractors and non-direct support staff.

Job description

Purpose of role

- Responsible for ensuring Ealing's relevant Planned Preventative Maintenance (PPM) achieves regulatory compliance within the required timescales for Asbestos (re-inspection programme).
- Ensuring that the Asbestos Register is accurate and maintained.
- To ensure all completed certification and reports are robustly quality control checked ensuring the accuracy of the report and its content.
- To ensure that all reviewed and completed certification are uploaded to Ealing's Compliance Management System in a timely manner allowing reporting to provide an accurate position of compliance throughout the portfolio.
- To effectively manage budget allocation and financial control and forecasting
- Responsible for raising orders, managing/processing invoices from contractor on OHMS.
- Identifying best practice and emerging legislative and regulatory change to provide LBE tenants with safe, secure and affordable homes.
- Supervisory responsibility for internal support staff to allocate and check work.
- Supervisory responsibility for being the key point of contact for external contractors through a range of contracts to ensure works are delivered on time and to a high standard.
- Responsible for organising regular contractor meetings, drafting agenda, taking minutes and follow up actions.
- Responsible for delivering a planned and effective service that is accessible and suitable to tenants needs.
- Responsible for all aspects of H&S and regulatory compliance for the service area.

Key accountabilities

- To manage all operational, regulatory and/or statutory compliance in respect of the areas of compliance and/or equipment that you are responsible for.
- Systematically and efficiently manage the PPM schedules and budgets in respect of the areas of compliance and/or equipment that you are responsible for, attending regular performance and financial review meetings, evaluating compliance and conformity and provide KPI's, operational performance and financial reports on a monthly basis and/or as required.
- Efficiently project manage any replacement and/or upgrade requirements with of the areas of compliance and/or equipment that you are responsible for including supporting the transition to low carbon heating. Liaising with the Capital and/or Repairs Team.
- Robust management of all contracts and related finances to maximise operational and financial performance, all in accordance with contract terms and conditions and best practise.
- Take all effective measures to manage and implement the no access procedure to ensure that Ealing gains access to properties to meet KPIs.
- Ensure that LBE's Compliance Management System is kept up to date at all times so that accurate progress reports can be produced demonstrating compliance position
- Respond to all resident and internal department calls and/or requests for assistance and/or information
- Develop and improve policies and procedures. Proactively identify innovations and improvements to the service, including collaboration and learning from peers in other housing providers and consultants and contractors.
- Liaise with Contractor(s), Consultants, and all other relevant departments as required to ensure all works are managed and completed in accordance with current regulation including LBE's Policies and Procedures
- Maintain and update the contract documentation including asset information
- Deliver a robust post-inspection on completed PPM works undertaken by Contractor(s) to ensure the required standards in respect of quality, financials and works programmes are achieved or bettered, and to take appropriate action where standards are not achieved
- Providing regular feedback in formal contract performance review meetings to continuously improve the service
- To travel as required to carry out condition inspections, risk assessments and report the findings to enable satisfactory resolution to be achieved
- Maintain an effective knowledge of current regulations, and to have an awareness of imminent changes to these regulations and their likely impact(s)
- To ensure regular CPD training is undertaken to continue professional development training in relevant compliance and safety, enhance any knowledge gaps, increase confidence and capabilities within the role
- To support residents who are vulnerable, unhappy with Contractor(s) work, or who otherwise need pro-active intervention to ensure a satisfactory outcome
- To provide technical support where required with the handing over of properties from the Regen/Development teams, ensuring all PPM assets are added to the schedules and systems to achieve and report on compliance

- To occasionally be available to work outside normal office hours in the event of emergency situations and escalations when required.

Key performance indicators

- PPM Compliance (100%)
- Quality Control
- Customer satisfaction
- Level of variations on OHMS
- Referrals for major works to the Housing Assets and Capital Investment Team.
- Health and Safety KPIs
- Monthly progress against programmed work
 - I. Weekly reports are kept and forwarded to the senior management on a weekly basis. This should include commentary to explain what work is being undertaken to achieve 100% compliance.
 - II. Progress is agreed monthly with the contractor and recorded at the weekly L1 and monthly L2 operational meetings.

Key relationships (internal and external)

- M&E Manager
- Corporate Health & Safety
- Complaints/ADR
- Residents / Leaseholders
- Contractor(s)

Authority level

- Adherence to Health and Safety Policies and Procedures.
- Day to day management of relevant contractor(s)
- Day to Day management of relevant budgets

Person specification

- Community and partnership working are essential for all roles.
- A commitment to Equality, Diversity, and Inclusion (EDI) and ensuring Health and Safety at Work for everyone working at Ealing Council is essential for all roles.

Essential knowledge, skills, abilities and experience

1. Ability to ensure compliance with all mandatory KPI's, client Policies and Procedures including Health and Safety and Environmental management.
2. Ability to interpret engineering drawings, method statements and risk analysis.
3. Knowledge of current legislative/regulatory requirements for PPM delivery of the areas of compliance and/or equipment that you are responsible for assets.
4. An experienced manager within a maintenance environment with a proven track record of effective contract management of contractors
5. Ability to prepare and draft reports and papers.
6. Ability to produce specifications, tenders, and contract documentation to support a range of projects using procedural procurement methods, ensuring compliance with current British Standards, Codes of Practise, Building regulation, etc.
7. Knowledge of housing finance & budgetary control.
8. Knowledge of health & safety legislation and processes in relation to social
9. housing.
10. Knowledge of landlord/tenant matters, leaseholder consultation requirements and contract dispute and resolution.
11. Ability to work as part of team successfully delivering PPM programmes on time.
12. Experience of delivering a customer-focused service.
13. Ability to co-ordinate workloads and prioritise.
14. Ability to communicate effectively with customers, contractors.
15. The ability to build positive relationships with colleagues and stakeholders.
16. Good written and verbal communication skills.
17. A positive understanding of performance management.
18. Knowledge and understanding of ICT systems.
19. Knowledge of housing management systems.
20. Ability to give technical advice to residents.
21. Able to ensure management of priorities and workloads.
22. Possess excellent organisational skills.
23. Excellent time management skills.
24. Possession of a vehicle and a clean driving licence.

Essential qualification(s) and professional membership(s)

- Educated to GCSE level or equivalent in Maths and English (Grades A*-C)
- Significant and demonstrable experience of managing compliance-related planned preventative programmes, systems and equipment
- A specific qualification/ proven track record of experience in the areas of compliance that you are responsible for.
- Membership of RICS, CIBSE, CIOB, CIH, IoE or equivalent relevant qualification

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place. • Can see and appreciate things from a resident point of view. • Understands what people want and need. • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time? • Is open and honest. • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas. • Challenges constructively and respectfully listens to feedback. • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost. • Brings in ideas from outside to improve performance. • Takes calculated risks to improve outcomes. • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making. • Makes things happen. • Acts on feedback to improve performance. • Works to high standards