

JOB DESCRIPTION

Job Title	Asbestos Manager		
Directorate	Community, Place and Economy		
Reporting to	Service Manager Property Maintenance		
Grade	RP310		
Evaluation ref:	10	Job Family ref:	
Role purpose			
<p>The post holder will be the manager of the Council's Asbestos Team, being responsible and accountable for the ongoing management of the Council's asbestos survey programme, project driven intrusive surveys and the data management system for circa 400 buildings. The role manages an operational site team that carries out asbestos surveys and laboratory sample analysis of building materials for the presence of asbestos. They ensure the surveys are completed to the required standard required and the data relating to asbestos in all properties is managed and maintained in accordance with Regulation 4 - The Duty to Manage Asbestos in Buildings of the Control of Asbestos Regulations (CAR) 2012 and Somerset Council Policy and Guidance documents.</p> <p>The work of the team enables the Council to proactively mitigate asbestos risks, preventing incidents involving the disturbance of asbestos containing materials, and protect the health and well-being of its workforce and all building users. The role ensures the quality of the work and reports completed by the Asbestos Team by acting as Technical Manager for Asbestos Surveying and testing as required by UKAS (United Kingdom Accreditation Service) in accordance with ISO17020 for Inspection and ISO17025 for Testing.</p> <p>The role is responsible for managing the service's budgets, including developing and delivering income-generating external asbestos services, contributing to the Council's financial sustainability.</p> <p>The team sell their services to external clients including School Academies, Avon Fire and Rescue Services, to generate income to support the service it provides within council owned properties.</p>			
Accountabilities			
<ul style="list-style-type: none"> • Provide day to day management and technical support to the Council's asbestos team, including planning, directing and monitoring performance, setting targets and objectives. • Allocates work to staff and makes decisions on operational aspects of work. • Act as the Council's competent person for asbestos within its corporate buildings, under CAR 2012. • Oversees delivery of the asbestos survey plan, ensuring the schedule of surveys is maintained to ensure compliance with SC policy and legislation. 			

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- Respond to emergency incidents involving asbestos and provide testing and guidance on the outcomes and actions to be taken. Produces reports relating to incidents/accidents involving asbestos for inclusion in the H&S Incident report, including recording of actions taken, photographs and equipment used.
- Responsible for the maintenance and updating of the Somerset Council records in the Asbestos Register database.
- Undertake asbestos surveys and site investigations to support the team as and when required.
- Manages the completion of regular inspections in all buildings containing Asbestos Containing Materials (ACMs) to monitor the condition of ACMs and ensure appropriate remedial actions (removal, encapsulation, or management) are undertaken as part of the ongoing management.
- Provide asbestos-related survey, sampling and remediation advice/information to SC technical staff, contractors, and emergency services as required.
- Manages sub-contracting arrangements for air testing with external asbestos consultants and contracts for asbestos remediation works with specialist asbestos removal contractors.
- Responsible for the maintenance and calibration of specialist asbestos testing and surveying equipment, in line with the requirements of United Kingdom Accreditation Service (UKAS).
- Writes and reviews documented procedures and working methods to standards required by UKAS for Asbestos testing and surveying.
- Responsible for maintenance of UKAS accreditation to ISO 170025 for Asbestos Bulk Sample Analysis for Identification of Asbestos in building materials. Maintains quality standards by ensuring completion of both internal and external quality control schemes.
- Carries out site audits of accredited methods for each member of staff to ensure compliance with written procedures and produces reports in accordance with UKAS requirements.
- Oversees the removal of asbestos containing materials (ACMs) by specialist contractors in SC owned premises, including schools and in private domestic and commercial premises.
- Ensures that all Health and Safety requirements are met, including completion and review of COSHH and Risk Assessments plus Safe Working procedures for all laboratory and site activities.
- Develop and deliver commercial asbestos consultancy services to external clients (e.g. academy trusts/schools, housing associations, other public sector organisations private landlords) to generate new and additional income for the service, whilst balancing the internal needs of the organisation.
- Monitor performance and profitability of external contracts, ensuring full cost recovery is achieved on internal works and that a small profit is made when working for external clients.
- Represent the Council at internal and external forums related to building safety and compliance as and when required.

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- Deals with formal complaints about the service and team members through the council's procedures and in addition reviews technical complaints and non-conformities through the internal Quality System as required by UKAS (United Kingdom Accreditation Service).
- Respond to insurance claims related to asbestos incidents and collaborate with Council Legal Services to provide evidence, documentation, and expert input as required.
- Stays informed about emerging trends, technologies and best practice in asbestos management, consultancy and data management to enhance the effectiveness of the service.
- Drive innovation within the service by identifying, evaluating, and implementing emerging technologies and practices that enhance operational efficiency, data accuracy, and safety outcomes.
- Provide leadership and guidance to the team, including training, coaching and performance management to ensure high quality operations.
- Act as the primary contact for internal and external customers, fostering positive relationships and addressing any concerns or requests regarding the service.
- Budget responsibility for circa £425k per annum, plus circa £220k of external income per annum.
- Responsible for ensuring all income is received during the year, and in a timely fashion.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Knowledge and understanding of UKAS (United Kingdom Accreditation Service) requirements, technical guidance, and codes of practice relating to working in an asbestos consultancy	X	
Strong understanding of UK asbestos legislation and HSE guidance documents to provide professional advice and guidance.	X	
Knowledge of property compliance systems and asset management software particularly relating to the storage and management of asbestos data.eg Asbestos TEAMS.	X	
Demonstrate a range of management skills, including resource and staff deployment.	X	
Relevant local government experience and understanding of the sector's current challenges.		X
Knowledge of project and/or change management.		X
Knowledge and understanding of the Health and Safety at Work Act 1974 and the requirements of managing health and safety in accordance with current legislation.	X	



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Experience		
A minimum of 5 years proven experience in asbestos management and consultancy services across a diverse property portfolio.	X	
Experience of managing statutory duties relating to asbestos management	X	
Experience managing a team, contractors and delivering compliance programmes.	X	
Experience in income-generating service delivery.	X	
Experience of designing and implementing service transformation processes.		X
Evidence of relevant continuing development of professional skills e.g., through training, qualification and/or experience.	X	
Qualifications / Registrations / Certifications		
Relevant industry recognised certification qualification British Occupational Hygiene Society (BOHS) M504 – Asbestos and other fibres or the equivalent individual P modules combined (P401, P402, P403, P404 and P405)	X	
Hold the British Occupational Hygiene Society (BOHS) Certificate of Competency in Asbestos (CoC Asbestos)		X
Skills		
Numerate and analytical with the ability to interpret and translate complex performance and financial reports.	X	
Able to deploy resources and staff and manage flexibly.	X	
Excellent communication and stakeholder engagement skills.	X	
Ability to manage using objectives, targets, performance management, problem-solving, and project management.	X	
The ability to communicate both orally and in writing, particularly in relation to report writing, presentations, meetings, and negotiations.	X	
The ability to make robust decisions and prioritise competing demands at an individual and team level.	X	
Strategic thinking capacity and proactive in developing continuous improvement.	X	
Ability to assess situations, identify problems, and develop effective solutions.	X	

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Working Conditions

Based on site at Somerset Scientific Services, Westpark with some homeworking, as well as regular site visits.

Completing site visit/audits in potentially dangerous environments such as construction sites, remote sites and derelict buildings containing asbestos materials and other hazards such as contaminated needles, unsafe roofs, confined spaces etc. The work is completed in all weather conditions.

Due to the high risk associated with working with asbestos the postholder when on site is required to wear personal protective equipment (PPE) including Face-fitted respirators to protect against exposure to asbestos fibres and other hazards. Working and concentrating whilst wearing PPE and respirators is challenging and can be exacerbated by the weather conditions.

Site visits and audits may require working at height using ladders, scaffold towers, access platforms, and fixed scaffold.

Occasional out-of-hours work may be required for emergency response or site access.

Dimensions of the role

Direct line management of 6x Asbestos Surveyors and Technicians, and 1x Business Support Officer.

Budget responsibility for circa £425k per annum, plus circa £220k of external income per annum.

Planning will typically be concerned with the days, weeks, and months ahead whilst contributing to the development of the service over a longer period.

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position

Corporate Accountabilities

Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 25/03/2026