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### **Job Profile - Asbestos Surveyor**

- Pay range Band 9 - £39,151 to £42,838 p.a.
  - Line manager Asbestos Manager - Compliance Service, Building Services
  - Directorate Housing, Neighbourhoods and Building Services
  - Location Civic Offices, Portsmouth
- Role is office based however you may occasionally need to travel as required between PCC Assets in Portsmouth, Havant, Gosport, Fareham and Winchester.

### **Job purpose**

We are seeking an Asbestos Surveyor to join the Compliance Service within Building Services of the Housing, Neighbourhood and Building Services (HNB) Directorate.

The role will have responsibility for asbestos management across our varied 17,000 housing portfolio and 900 corporate buildings.

Candidates must be enthusiastic, good communicators and qualified asbestos surveyors with experience of undertaking asbestos surveys and managing asbestos across a variety of assets.

### **What is the role?**

Siting within the Housing, Neighbourhoods and Building Services directorate, you will be directly reporting to and supporting the Asbestos Manager to ensure that PCC are meeting their statutory duties under the Control of Asbestos Regulations 2012. Tasks may include but are not limited to:

- Asbestos Surveys - Carrying out management surveys, refurbishment surveys, demolition surveys and reinspection surveys.
- Asbestos Management - Support with the management of asbestos in accordance with the Corporate Asbestos Management Policy and the Housing Asbestos Management Policy.
- Asbestos Audits - Undertake audits on our asbestos consultants, term service contractors and project contractors.
- Asbestos Advice - Provide asbestos advice to site managers, contractors and staff as appropriate.

### **Who is the person?**

The ideal candidate is someone who will:

1. Hold specialist qualification related to asbestos including P402 - Surveying and Sampling Strategies for Asbestos in Buildings or equivalent.
2. Be an experienced Asbestos Surveyor with extensive experience.

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3. Be able to conduct a variety of asbestos surveys including management surveys, refurbishment surveys, demolition surveys and reinspection surveys, including sampling and recording asbestos information.
  4. Have knowledge and experience of construction related health and safety legislation and application. Specifically, the Control of Asbestos Regulations 2012.
  5. Have the ability to evaluate different options with asbestos management and remediation and preparing specification of works.
  6. Have relevant experience of using Microsoft packages and demonstrate practical IT skills using Excel spreadsheets to analyse data or Word when writing reports, letters or specifications and be able to use various other software packages to accurately update data as part of undertaking the surveying role.
  7. Analytical skills to be able to interrogate, analyse and evaluate stock data.
  8. Have planning skills and demonstrate the ability to be organised and methodical when undertaking surveys, preparing and managing repairs and remediation works to ensure effective time management.
  9. Have communication skills (verbal and written) and demonstrate the ability to be a good communicator developing relationships with clients and customers, understanding their aspirations, managing expectations and ensuring that excellent communication occurs to ensure that they are fully informed regarding the repairs and maintenance of their assets, particularly as most repairs and maintenance work is undertaken in occupation whilst our residents are living in their homes or commercial buildings are operational.
  10. You will be required to provide and deliver asbestos training to staff colleagues and contractors as appropriate.
  11. Full driving licence and provide a car for work, as you will be visiting various sites across housing and corporate portfolios and will need to travel effectively between them.

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### **T&C of employment**

Working hours - Contractual hours are 37 hours per week. Business operational hours are 8am to 6pm with core hours between 9:30-12:00 and 2pm-4pm, but there will need to be flexible to reflect the fact that most services are provided 24 hours, 365 days of the year.

Notice period - In line with the council's policy, a one-month notice period is applied to this post.

Learning & development - Support will be given to enable the post holder to continually develop their skills and experience. The council has a range of training opportunities.

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

**If you have any questions, or would like an informal discussion about the role, please call Amy Holmes, Head of Compliance on 07957 386 939 or email [Amy.Holmes@portsmouthcc.gov.uk](mailto:Amy.Holmes@portsmouthcc.gov.uk).**