

Job title:	Asbestos Project Manager
Directorate:	Homecare
Date written:	February 2024
Notice period:	2 Months
Job grade:	
Job code:	1631

Purpose of job

Working across Abri's entire geography, to be responsible for designing, managing, and successfully delivering a range of asbestos remedial programmes in a timely, cost-effective manner and to a high standard. Supporting the Asbestos Manager to ensure all Abri assets/properties remain safe and compliant.

Key duties and responsibilities

- Specify, scope, produce and project manage programmes of work from inception to delivery for compliance requirements across the entire operational area of Abri, ensuring all works are executed on time, in budget and in accordance with regulatory requirements using approved Abri framework contractors as directed by the Asbestos Manager.
- Carry out audit inspections to ensure all works are delivered in accordance with agreed specification and quality standards ensuring compliance with Health & Safety legislation and Abri policies and procedures.
- Ensure excellent standards of customer care are applied to each contract. Deal with all relevant customer queries &/or complaints in a sympathetic, pragmatic, and prompt manner as per agreed policies and procedures.
- Record and report any risks, issues, sharing lessons learned during the project lifecycle.
- Complete stock compliance survey audits ensuring records are accurate and suitable for requirement.
- Engage with other areas of the business in a 'one team' approach, sharing knowledge and expertise in support of developing improvements and changes.
- To undertake any other duties commensurate with the position

Knowledge, skills, and experience required.

- Minimum BOHS P402, or P403 & P404 (or equivalent) qualified with demonstrable asbestos experience of working in a similar role within a housing association or contractor/consultancy.
- A good understanding & knowledge of Asbestos risk management, regulatory compliance, relevant statutory obligations related to the construction industry and housing sector (e.g., CDM & Asbestos regulations), with a keen focus on customer service standards.

- A flexible team player with excellent communication skills and the ability to present and challenge others based on evidence and best practise within a rapidly changing environment. Able to build relationships quickly and effectively.
- Ability to organise, plan, project manage and execute works efficiently whilst being commercially astute with the ability to demonstrate best value in decision making.
- Project Management qualification (Desirable but training can be given).
- Being passionate and committed to your role; willing to bring forward new ideas, challenge areas where we can improve and contribute to our ongoing success.
- Good working knowledge of Microsoft Office packages including Outlook, Word & Excel IT and computer skills.
- Proactive, works on own initiative, able to prioritise workload and work well under pressure often producing outputs to tight deadlines.
- Must hold a full driving licence with access to a car. Will require business insurance for use in connection with the role and a willingness to travel across all geographical areas covered by Abri.
- Demonstrate our Values and Behaviours.