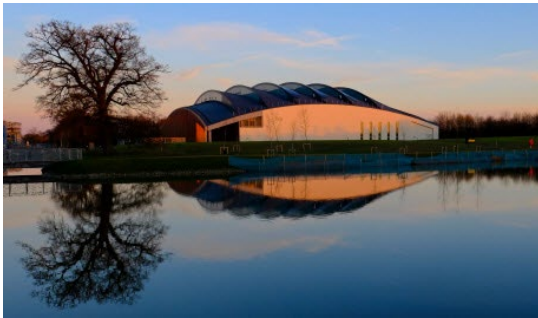


# Asbestos Manager Estates Division

Closing Date: 24<sup>th</sup> November 2024  
Job Reference: BA43973



# Asbestos Manager

**Salary:**

£62,098 - £65,814 pa

**Staff Group:**

Unestablished Academic related

**Contract:**

Permanent

**Location:**

Cambridge

**Faculty / Department:**

Estates Division

**Working Pattern:**

Monday to Friday

**Purpose of the role**

The Asbestos Safety Manager is responsible for supporting and advising the Director of Estates in their role of Statutory Duty Holder, to fulfil the University's statutory obligations under the Control of Asbestos Regulations 2012, and other relevant legislation. They may also be called upon by the other Duty Holders to provide asbestos advice.

The Asbestos Safety Manager provides liaison and support on all matters relating to the management of asbestos across the University estate, including development and maintenance of an Asbestos Management Plan, maintaining the University's central asbestos register, and ensuring a programme of periodic management and re-inspection surveys is implemented. They will implement a programme of asbestos awareness training and will provide professional advice and assistance to Faculties, Schools, Departments and Institutions in the development and implementation of local asbestos management plans. They will also provide advice and guidance to Estates Division on asbestos matters in relation to proposed works to existing buildings.

The asbestos manager will also work collaboratively with other departments, divisions and stakeholder to define, develop and deliver programmes of risk reduction through remediation projects, also ensuring areas considered as high risk are suitable managed and efficiently remediated.

The individual will manage a specialist team of asbestos advisors and embedded technicians, along with external specialist consultants and contractors providing asbestos related services. They will develop contracting strategies for the future delivery of such services and provide management information for Estate Operations leadership team and University safety committees.

The Health, Safety and Wellbeing Lead may also from time to time require the role holder to perform other duties appropriate to the grade of the post.



# Key Responsibilities

1. Develop, implement and maintain asbestos policies & procedures
  - In collaboration with the University Safety Office, create, maintain and keep updated the University Asbestos Policy, Procedures, Code of Practice and Management Systems.
  - Lead on delivering improvements in asbestos safety performance through designated cross-university working groups and promote asbestos safety issues including policy and procedure development in order to establish culture, behaviours and ways of working that have University wide impact.
  - Keep up to date with new and emerging health and safety legislation and good practice relevant to asbestos management and advise the Statutory Compliance Lead accordingly and implementing as appropriate.
  - Working with Safety, Health and Wellbeing, to develop innovative and high-profile ways of ensuring that those involved with asbestos management are kept fully aware of their legal obligations.
2. Lead an effective asbestos safety team supported by high performing specialist consultants and contractors.
  - Develop and lead a high performing asbestos safety team, including recruitment, training and development.
  - Provide effective line management including resource planning, work scheduling and performance management.
  - Support with the procurement, engagement and performance management of external consultants and contractors to support the delivery of asbestos related activities.

Ensure all activities undertaken by the team and contracted labour are carried out in accordance with the requirements of the University including health & safety policies and procedures, and particularly the Health & Safety at Work etc Act 1974 and relevant subordinate legislation.

3. Implement a robust programme of asbestos surveys and re-inspections and ensure timely completion of remedial works arising from them.
  - Implement a robust programme of asbestos Management Surveys and Re-Surveys utilising external specialists, for all University buildings known or suspected to contain asbestos-containing materials.
  - Implement the management strategy of safe management of asbestos materials in situ through programmes of ongoing asbestos removal and remediation works.
  - Effectively identify asbestos remedial works generated from the survey process and work in collaboration with the senior compliance project manager to deliver remedial projects.
  - Monitor, by regular inspection, the asbestos safety standards in University premises to identify all deviations from current legislation and codes of practice.
  - Raise issue reports against deficiencies, notices or risk assessments and seeing these through to resolution, constructing action plans and ensuring that appropriate stakeholders are notified and engaged in the resolutions.

In collaboration with the University Safety Office, investigate asbestos incidents and support the identification of underlying causes and implementation of remedial actions.

4. Maintain accurate and robust records and provide reports, analysis and assurance for Estates Division management and wider stakeholders.
  - Responsibility for developing, procuring, managing and maintaining the central University Asbestos Register and ensuring its availability to all necessary persons.
  - Ensure that adequate records and performance metrics are kept of all areas within the team's responsibility, and that the necessary reports are prepared for senior management and University Committees.
  - Assist with the identification of duty holders and other areas of compliance responsibilities, specifically within lease and license agreements.
  - Complete audits on compliance documentation and report back any areas of concern to senior managers.
  - Produce an annual report on the University's asbestos safety performance and present to the Sub-Committee for Estate Safety.
  - Maintain a register of designated Appointed Persons for Faculties, departments and Institutions and the associated reports issued on asbestos safety performance and resultant action plans and a record of these having been addressed.
  
5. Collaborate with stakeholders across the University and beyond to promote asbestos safety performance.
  - Participate in working groups and sub-committees at operational service level to influence governance, organisational policy and standards for the service.
  - Attend and provide reports for University safety committees (such as Health & Safety Executive Committee, Consultative Committee for Safety and Estates Safety Sub-committee).
  - Collaborate with the University's insurance advisory team, insurers and external risk assessors to ensure the timely provision of information, to facilitate insurance inspections, and to support effective risk management in order to contain insurance costs.
  - Develop strong working relationships with Departmental Safety Offices and Responsible Persons, with the Safety Office, and with external regulatory bodies.
  - Provide regular Asbestos Awareness Training to all University staff in accordance with the requirements of the CAR2012.
  - Network with other Universities and organisations on asbestos safety issues.
  
6. Provide expertise and advice on asbestos safety matters to colleagues within Estates Division and the wider University.
  - Provide specialist advice on asbestos management issues on a routine basis and provide professional support and training on asbestos related matters across the University.
  - Evaluate changes in legislation and provide authoritative advice and briefings on the changes and their implications/impact.
  - Provide asbestos safety input to building projects involving buildings containing asbestos, including refurbishment, asset replacement, reconfiguration and demolition projects, to ensure that legislative requirements are fully complied with.

- Report on legislative changes, providing advice for Estates Division teams, consultants and contractors.
- Influence the attitude and behaviour of Heads of Department and senior and supervisory staff by advising them on asbestos safety performance and management of their Department to help ensure that legislative and good practice guidelines are adhered to and that University policies are followed.



# Person Specification

Criteria	Essential	Desirable
<b>Education</b>		
Appropriate science/environmental degree and S301, P402, P405 asbestos qualifications.	x	
Chartered member of the Institute of Occupational Safety and Health, CMIOSH.		x
ISO9001 internal auditor		x
<b>Experience</b>		
Experience in the completion of asbestos management surveys and extensive knowledge of asbestos remedial works management to include removal and encapsulation.	x	
Experience in producing Asbestos Risk Assessments and making managerial decisions based on the calculated information.	x	
Experience of producing high quality reports and correspondence, and giving clear oral reports/presentations	x	
Experience of managing and controlling budgets/resources/funding.	x	
Aware of CDM Regulations and safe working on site.	x	
Experience of undertaking internal quality audits	x	
Previous experience within the asbestos consultancy industry		x
<b>Skills</b>		
Competent in communicating verbally and in writing to a wide range of people.	x	
Competent in developing and managing contracts.	x	
<b>Additional Requirements</b>		
Must be proficient in:- a. Relevant Health & Safety legislation b. Asbestos Regulation and best practice c. Delivering asbestos awareness training	x	
Must have working knowledge of:- a. Contractual practices and procedures b. People management and related Human Resources issues c. Ability to use all common software packages d. Procurement e. Building Construction and Engineering.	x	

# Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement.

Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	A
Communication	B
Innovation and Change	B
Negotiating and Influencing	B
People Development	B
Relationship Building	A
Strategic Focus	B

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



# Estates Division

The Estates Division at the University of Cambridge is a multi-disciplinary organisation responsible for the development, management and maintenance of the University estate, along with the provision of a variety of related services.

Our current operational estate (buildings used for teaching, research and administrative activities) is currently valued at £3 billion (Insurance Replacement Cost) and its broad and complex nature presents many demanding challenges, for example some buildings are 800 years old, Grade I Listed and protected by English Heritage, whilst others are new with highly sustainable building fabrics and buildings management systems.

Key areas we are responsible for include:

- Planning and managing the University's estate development programme.
- Project managing new build construction and the refurbishment/alteration of existing stock.
- Managing and maintaining the estate including residential accommodation and investment properties.
- Delivering a comprehensive facilities management service to the University.
- Managing catering outlets across the estate.
- Managing the operational and research facilities at the [University Farm](#).
- Promoting the University's environmental sustainability initiative, particularly with regard to reducing carbon emissions.





# Terms of Appointment

## Tenure and probation

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

## Hours of Work and Working Pattern

The appointment is full-time 37 hours per week, working Monday—Friday.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit:

[www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk)

## Annual leave

Subject to compliance with the Statutes and Ordinances relating to leave, full time officers are entitled in any holiday year to take annual paid leave of 41 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

### Right to work in the UK

We have a legal responsibility to ensure that you have the right to start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Health declaration

Once an offer of employment has been made the successful

candidate will be required to complete a work health declaration form.

### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

### References

Offers of appointment will be subject to the receipt of satisfactory references.

### Screening Checks

This role requires a basic disclosure and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.

The nature of this role means that the successful candidate will also need to undergo a health assessment.

### Information if you have a disability

The University welcomes applications from individuals with disabilities.

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please email Estates Division HR on [EDR@admin.cam.ac.uk](mailto:EDR@admin.cam.ac.uk)

# The University

**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of world leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and

deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



## CAMBens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMBens. CAMBens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available

here:

<https://www.postdocacademy.cam.ac.uk/>

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

The University of Cambridge is committed to supporting our staff to thrive both professionally and personally. We aim to support a good work/life balance, whilst retaining the positive aspects of our unique in-person environment and culture. Elements of this role are suitable for hybrid working, where staff can split their time between in-person collaboration and remote working. The frequency of the remote elements of the role can be discussed with the recruiting manager.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have any queries regarding the application process please email Estates Division HR on [EDR@admin.cam.ac.uk](mailto:EDR@admin.cam.ac.uk).

The closing date for applications is: 24<sup>th</sup> November 2024



UNIVERSITY OF  
CAMBRIDGE