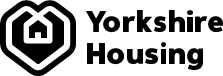
**Yorkshire Housing Role Profile**

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| **Job title:** | Asbestos and Legionella Assistant | **Leader of others:** | No |
| **Reports to:** | Asbestos and Legionella Manager | **Contract type:** | Agile Homeworking |
| **Business Area** | Health safety & Compliance | **Budget holder?** | No |

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| **Job purpose** |
| To form part of a team of administrators leading in the provision of Asbestos and Legionella compliance works within the Health, Safety & Compliance team.  You will support the Health & Safety team and colleagues with scheduling, planning and completing work, ensuring all work is compliant with policies, procedures and relevant legislation. |

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| **Key responsibilities** |
| * To support Managers and Colleagues in delivering excellence in all aspects of   service delivery across the Directorate and YH, by embedding good practice and identifying areas for improvement in services.   * Manage the shared mailbox, responding to both internal and external customers * Plan and schedule compliance works relating to H&S, asbestos and legionella   works efficiently and effectively ensuring that all internal policies, processes and  procedures are adhered.   * Ensure the customer is informed of any changes to scheduling/planning and that   alternative options are presented ensuring the property stays compliant at all times.   * Store all related documentation in a central stored system for audit purposes * Work closely with the Tenancy Management teams (and other relevant   stakeholders) to ensure access to properties for compliance works is achieved in  line with relevant legislation, policies and procedures. Ensure that as a minimum all works are process compliant.   * Liaise closely with Team Leaders and Managers to ensure materials and other   resources are co-ordinated effectively to reach customer expectations   * Produce regular and ad-hoc reports on compliance activities ensuring all data is   accurate and up to date and presented in an understandable format.   * Ensure that where new properties are added onto compliance databases, process   are adhered to and any irregularities or issues are reported to the appropriate line  manager.   * Review technical reports * Assist the Manager with contract management, in particular KPI reporting * Ensure lone working procedures are adhered to on a daily basis where required. * Monitor SOR returns from contractors liaising with the Asbestos and Legionella * Manager to ensure maximum value is achieved from all works carried out. * Adhere to policy, process and legislation to ensure the customers safety is prioritised * Carry our administration functions (e.g. reports) as directed by the H&S   management team.    **The above list of duties is neither exhaustive nor exclusive. The post holder is expected to undertake duties commensurate with the responsibility level of this post as directed** |

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| **What you’ll bring to the role** | |
| **The main things:** | |
| * Good understanding and experience of repairs scheduling /   planning systems.   * Experience of successfully liaising with customers on a daily   basis   * Be able to work across multiple stakeholders in a wide/diverse   business to ensure compliance is achieved.   * Liaising with teams to provide customer focused services. * Experience of working on compliance works * Excellent communication and interpersonal skills * Intermediate IT skills * Be able to provide differing solutions for customers. * Be able to produce complex reports using a wide variety of data * Experience of using Orchard – Housing management system * Appreciation of and commitment to, equality and diversity in all   aspects of YH's activities   * Display Yorkshire Housing values and behaviours * Ability to be able to continuously improve area of responsibility * Pay attention to detail * Ability to raise questions or queries when policies, procedures   and legislation are not adhered to.   * Ability to balance customer expectations with our compliance   and business requirements   * Eagerness to develop own skills and adapt to change * Ability to work flexibly in line with Hub, Home and Roam principles and to work outside normal office hours as work demands (Committee meetings are usually held late afternoon/ early evening) * An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues. | |
| **It would be a bonus if you have:** | |
| * Relevant professional qualification * Experience and working knowledge of asbestos and legionella works | |
| **Our values:** | |
| Our values describe what matters most to us, and what our colleagues should expect from each other. We’re all expected to show how we support and live up to these values in our work.    **Create trust** • Do the right thing, not the easy thing • Be honest and open • Do what you say.  **Be curious** • Think differently • Ask questions • Keep learning.  **Make it happen** • Own it • Do it • Be empowered.  **Achieve impact** • Do things that matter • Deliver results • Show pride and passion.  **Have fun** • Enjoy work • Be yourself • Stay connected.    We want colleagues to feel free to be themselves - so we’re all responsible for making sure we promote a culture of equality, diversity and inclusion.  And, as you’d expect, we’re responsible for our own health and safety, following our policies and doing any training needed for our roles. | |