

UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA

JOB DESCRIPTION

ROLE TITLE:	Asbestos Coordinator
DEPARTMENT:	Property Operations
SCHOOL / DIVISION:	Property and Campus Development
REPORTS TO:	Senior Manager Building Compliance
DIRECT REPORTS (FTE):	0
INDIRECT REPORTS (FTE):	0

1. PRIMARY PURPOSE OF THE ROLE:

The Asbestos Coordinator is responsible for coordinating asbestos-related statutory compliance and supporting associated works in accordance with the University of Otago Asbestos Management Plan, Policy and Procedures to ensure business continuity, efficiency, and safety across all campuses.

This position will have responsibility for coordinating all asbestos-related matters including; survey report management, surveyor coordination; procurement activities; staff training and guidance; supporting the development and implementation of policy and procedures.

The Asbestos Coordinator will ensure that University of Otago complies with The Health and Safety at Work (Asbestos) Regulations 2016 and all other statutes and initiate best practice routines and techniques to provide a high quality and robust service.

2. ACCOUNTABILITIES:

Asbestos Surveying

- Coordinate processes and operate systems to organise the flow of work through the contracted surveyor panel.
- Plan and organise resources (both internal and external surveyors) to meet planned objectives. This includes coordinating issues such as cost and timescale implications and resources.
- Coordinate surveys to manage Asbestos Containing Materials (ACMs), including management, refurbishment and demolition surveys, provide risk based visual assessments where required to facilitate work through the University's Asbestos panel.

Asbestos Information

- Coordinate Asbestos Management Plans for each building, including assessment of risk, priority abatement work, actions, and costs. Data is to be available in details and in summary for each building and the whole University.
- Support the development and review of management strategy for ACM's across the University.
- Complete regular reviews of Asbestos Management Plans. Plans will be amended when work is undertaken, or the use of the building is changed.

- Contribute to the development policies and procedures to enable the safe operation of the University and to manage risk in accordance with relevant legislation. Undertake a regular review of procedures and ensure that changes are made in line with annual audit recommendations and University operations.

Asbestos Register Data Analysis and Collection

- Act on findings of surveys where asbestos products are causing a risk to the Operation of University buildings or a risk to people. Where there is an elevated risk, the Asbestos Coordinator will escalate to Senior Manager Building Compliance, Construction and Asbestos Health and Safety Advisor or escalate to the Asbestos, Planning and Management group.
- Enter the asbestos information collected into the University's Property System (Archibus) and ensure the Asbestos Register within SharePoint systems is populated and up to date, undertake a regular audit and validation of data.
- Ensure accurate data is available for relevant staff or contracting partners to view to inform the location and risk of all asbestos containing materials in relation to maintenance operations.
- All necessary records are easily accessible for reference by relevant staff, including clearance reporting provided by analytical companies following abatement work and the relevant asbestos records are updated.
- The asbestos register and other records are reviewed regularly, and an annual audit is undertaken with assistance from a competent external WorkSafe accredited consultant to produce a full audit report on performance and compliance with legislation and recommendations for action and reporting to the Asbestos Planning and Management (APAM) team.

Asbestos Management Strategy and Advice

- Support the Property & Campus Development and Health and Safety teams to implement a long term strategy for the management of asbestos at University of Otago.
- Provide input and advice into development projects and capital schemes to ensure all asbestos issues have been addressed at an early stage and that sufficient time and resource is identified for the scheme to proceed safely, reducing risks. Arrange all refurbishment and demolition surveys.
- Provide information required to support business cases and position papers on all issues in relation to asbestos management as deemed necessary.

Asbestos Compliance

- Keep abreast of new ways of working, developments, and innovations in the field of operation by liaising and collaborating with WorkSafe NZ, other external agencies and institutions, and advising how these can help meet objectives.
- Ensure that changes in legislation are communicated to technical staff and best practice measures adopted into procedures.
- Ensure that previously identified asbestos containing materials are re-inspected in accordance with the agreed Asbestos Management Plan. A minimum re-inspection period will be documented for all ACMs.
- Support surveys, workplace inspections, activity inspections and risk assessments areas across the University areas in relation to asbestos.

Stakeholder Communication

- Provide excellent communication with all departments directly affected by any asbestos abatement work or surveys, and where risks exist, these are clearly communicated to ensure that staff and students are assured about safe working practices and the level of disruption to normal activity.

- Meet regularly with Facility Managers to provide summary information about asbestos operations, including surveys and contractor activity and any possible disruption to normal business operation.
- Be proactive in reviewing all FM and Capital works operations and how asbestos can impact on other work and the smooth operation of the University.
- Keep the Senior Manager Building Compliance and Construction and Asbestos Health and Safety Advisor informed on day to day issues which are on-going including outcomes on specific tasks/objectives.

Contractor Management and Internal Training

- Support the selection and appointment of consultant and contractors in accordance with University of Otago procurement policy.
- Undertake an assessment and regular review of analytical consultant and asbestos contractors, monitor their performance and ensure that there are adequate resource available for planned activity.
- Ensure the selection and appointment of contractors and consultants complies with University of Otago financial procedures.
- Support the Construction and Asbestos Health and Safety Advisor to deliver asbestos awareness training to University of Otago staff and campus users as required.

3. KEY RELATIONSHIPS:

Internal

- Health, Safety and Wellbeing
- Property & Campus Development
- Academic Divisions
- Campus and Collegiate Life Division
- Students and the public

External

- Worksafe NZ
- Asbestos Contractors, surveyors and specialists
- Vendors, service providers contractors, consultants
- Industry and tertiary sector peers

4. QUALIFICATIONS & EXPERIENCE:

Essential

- Practical experience in asbestos surveying, removal, and site management.
- A strong understanding of the Health and Safety at Work Act 2015 and Asbestos Regulations 2016

Preferred

- Attainment of a relevant course that includes NZQA unit standards 29765, 29766 or 29767
- Bachelors degree (Honours) in a related field or other comparable construction qualification.
- BOHS Certificate P405 Management of Asbestos in Buildings.
- BOHS Certificate of Competency (COCa).

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential

- Experience (3-5 years) in a health and safety role, preferably in a construction environment.
- Effective and proactive communication skills, both written and verbal, report writing skills, experience with delivering presentations communicating to staff at all levels of the organisations strategic plan and their personal contribution towards it.
- Detailed knowledge of the health and Safety at Work (Asbestos) Regulations 2016.
- Knowledge of relevant systems, policies, legislation, and quality standards.
- Excellent customer service skills, with experience of responding efficiently to enquiries.
- Running competence-based training for staff and specific inductions for contractors in high- risk areas.
- Experience supporting projects under agreed forms of contracts including coordination, administration, and reporting.
- Ability to assess and organise resources, and plan and progress work activities.
- Ability to plan and monitor projects and identify critical tasks and activities.
- Experience of developing and maintaining a network of contacts throughout own work area and across the organisation.
- Experience of assessing priorities, working to strict deadlines, and ensuring high levels of statutory compliance.
- Experience supporting the development of building management plans and risk-based strategy for a portfolio of buildings to manage asbestos.
- Experience in using MS office professional products to an intermediate level to produce reports, keep records and for correspondence.
- Active commitment to working in a culturally safe and respectful manner and demonstrates an understanding and appreciation of Te Ao Māori, Te Tiriti o Waitangi principles, and Pasifika values.

Preferred

- Experience in using CAD FM property asset database or similar asbestos register is desirable.
- Ability to develop creative approaches to problem solving.
- Ability to analyse and solve problems with an appreciation of longer-term implications.
- Previous experience in construction and building is highly desirable.

6. SPECIAL REQUIREMENTS:

May be required to perform duties at different workplaces or locations across all campuses. Some travel may be required to attend other University sites.

At the University, we are required to be compliant with the public records act 2005 and Privacy Act 2020. Staff are expected to understand these requirements and effectively manage information accordingly.

7. DIRECT BUDGET ACCOUNTABILITY:

NIL

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day- to-day activities.