

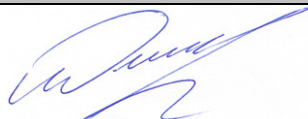
## Job Description

<b>Job Title:</b>	Lead Audit Consultant
<b>Line Manager:</b>	Technical Manager
<b>Location:</b>	Field Based

Job Description	
<b>Main Purpose of Role</b>	
<ul style="list-style-type: none"> <li>Accountable for continuous quality improvement, mentoring, coaching, assessment and auditing of fee earning staff within the regional team</li> </ul>	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>Ensure that all asbestos related work is carried out in accordance with company Asbestos Quality and Procedures Manual (AQP) and associated documentation.</li> <li>To comply with the Company Quality Procedures with support from the Quality Manager.</li> <li>Coaching and mentoring of staff executing project work to assist with their development</li> <li>Maintaining of existing fee earning skills sets on the asbestos skills matrix</li> <li>Support the other regional teams in audit and consultancy work where skills or availability requires</li> <li>Up-skilling of fee earning staff to acquire new skills to improve the overall utilisation of the regional team</li> <li>Maintaining of all accreditations ensuring that all working practices witnessed and executed are in full compliance with the business's internal procedures</li> <li>Complying with the requirements of any weekend and out of hours working protocols</li> <li>Technical review of project documentation to include the checking (and feedback / training) of other staff's reports prior to release as required</li> <li>Ensure all technical skills are maintained to include the gaining of skills for compliance with the requirements outlined within the core competency area to undertake a fee earning role as directed by the Operations Manager and agreed with the Technical Manager</li> <li>Assist the Operations Manager with the complaint resolution process to include the implementation of preventative measures to minimize the risk of a reoccurrence</li> <li>Responsible for the evaluation of contract documentation, bill of quantities, specifications, client quality plans, risk assessments where required</li> <li>Responsible for improving the overall quality of service provision of fee earning staff to exceed the group right first-time measures</li> <li>Attend UKAS, ISO, Internal, Customer audits and assessments, taking responsibility for maintaining the accreditations held / gaining new accreditations</li> <li>Assist the Technical Manager with the necessary inputs / development of trainees as agreed with the Operations Manager</li> <li>Responsible for the updating of the monthly anomaly spreadsheet and provision to the Quality Manager</li> <li>Provide technical support to the Operations Manager / Project Manager via attendance at "local" client meetings as requested</li> <li>Support and participate in the development, auditing and overall compliance of new products and ideas</li> </ul>	
<b>Performance Measures</b>	
<b>Competency Area</b>	<b>Performance Indicator</b>
<ul style="list-style-type: none"> <li>Airborne fibre monitoring, fibre counting, supervision and clearance work in accordance with HSG 248 and internal AQP</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with monthly QA and QC</li> <li>Maintenance and up-skilling of technical skill set for the regional team</li> </ul>

<ul style="list-style-type: none"> <li>▪ Surveying, bulk sampling and report approval in accordance with documented HSE procedures and internal AQP</li> <li>▪ Excellent communication skills; ability to maintain and develop employee engagement</li> <li>▪ Good leadership skills: can mentor and motivate a team to deliver a right first-time product</li> <li>▪ Create a culture that encourages excellence</li> <li>▪ Evaluating and measuring to ensure continued improvement</li> <li>▪ Able to generate and enable new ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in the anomalies identified under audit or via customer complaints</li> <li>• Enhance quality of the service provision to the client measured via client satisfaction surveys</li> </ul>
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Person specification	
Experience/knowledge required	
<ul style="list-style-type: none"> <li>• Lead Audit Consultants should hold a minimum of the BOHS P402 to P405 or equivalent.</li> <li>• At least 5 years' experience of asbestos work and meet the requirements for the role as set out in the AQPM</li> <li>• Must be able to demonstrate a broad knowledge of all aspects of asbestos work i.e. surveying, air monitoring and clearance.</li> </ul>	
Personal characteristics	
<ul style="list-style-type: none"> <li>• Good understanding of all aspects of running projects</li> <li>• Positive attitude</li> <li>• Good communication skills at all levels, both written and oral.</li> <li>• Effective time management</li> <li>• Ability to work on own initiative</li> <li>• Flexibility and responsiveness to work</li> </ul>	
Level of qualifications	
<p>Current recognised qualifications include;</p> <ul style="list-style-type: none"> <li>• The BOHS P402, P403, P404 &amp; P405</li> <li>• The Royal Society for Public Health (RSPH) Certificate in Asbestos Inspection Surveying, RSPH Certificate for Asbestos Air Monitoring Analysts &amp; RSPH Certificate in Asbestos Management</li> <li>• The BOHS Certificate of Competence in Asbestos</li> </ul>	
Core competencies	
Technical	Non-technical
<ul style="list-style-type: none"> <li>• Ability to carry out air monitoring, clearances, fibre counting, re-inspections, surveying and bulk sampling correctly in accordance with current documented procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Good IT skills with excellent knowledge of internal systems, software products (such as Microsoft Word, Excel, Outlook, Visio) and reporting databases (Erisk, client bespoke databases)</li> <li>• Good communication skills, both written and verbal</li> </ul>

Authorisation			
Approved by:		Date:	19/02/19