

## Information Pack

for

## Asbestos Surveyor / Analyst

Head Office:  
Pennington Choices Ltd  
First Floor Office Suite  
Charter House  
Victoria Road  
Runcorn  
WA7 5SS

Regional Office:  
Clan Works  
1 Howard Road  
Bromley  
Kent  
BR1 3QJ

**t:** 01928 568 842  
**f:** 01928 577 702  
**e:** [office@pennington.org.uk](mailto:office@pennington.org.uk)  
**w:** [www.pennington.org.uk](http://www.pennington.org.uk)

**t:** 020 8290 5629  
**f:** 020 8290 4443  
**e:** [admin@penningtonsouth.co.uk](mailto:admin@penningtonsouth.co.uk)  
**w:** [www.pennington.org.uk](http://www.pennington.org.uk)



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## 1.0 Introduction

### 1.1 Background to this post

We wish to recruit an asbestos surveyor/analyst to be based in the West Yorkshire/North West areas, working from either home or company office. The role is to service surveying and analytical work for existing social housing clients in West Yorkshire/North West areas, but will include working on an occasional, flexible basis at other locations to meet client needs.

### 1.2 About Pennington Choices

We provide a range of consultancy, interim management and managed services to clients. These include:

- Asbestos
- Housing
- Finance
- Asset and Facilities Management
- Regeneration and Development
- Surveying and Property Services
- Energy efficiency, assessments and certification
- Project and Procurement Management
- Gas, Electrical and Building Services
- Training

The company commenced trading in January 2000, becoming incorporated in April 2000 and has expanded its range of services considerably over that time. We changed our name to Pennington Choices in April 2008, to better reflect our ethos and the diverse range of professional support services we now provide.

Pennington is accredited by UKAS for the provision of surveying, air monitoring and testing and sample analysis via its in-house laboratory. We are also a BOHS accredited training provider.

We have two offices, Runcorn and Bromley, with Bromley being the centre of our asbestos operations. We also have a base in Yorkshire, which is likely to expand significantly over the next 6-9 months.

### 1.3 About Pennington's Asbestos Services

We provide a range of asbestos services to clients, including:

- Surveys
- Bulk samples
- Air monitoring
- In-house and mobile laboratory analysis
- Awareness and BOHS training
- Asbestos register and compliance solutions
- Removal and encapsulation procurement and contract management
- Advice, risk assessments and incident investigations

We are UKAS accredited for both inspection and testing activities.

### 1.4 Management Structure

Pennington Choices is managed by a two Directors, all of whom have substantial housing, senior management and consultancy experience.

**Mark Seaborn** is the firm's founder and Managing Director. Prior to establishing Pennington Mark held senior roles with Willow Park HT, Riverside HA and Psec Plc.

**Chantelle Hayes** has been a director of Pennington since 2001. Prior to joining Pennington, Chantelle held senior roles with Liverpool CC, Riverside HA, National Housing Federation and County Palatine Housing (now the Adactus Group). Chantelle now acts as a non-executive director of Pennington.

Pennington's regional office has its own management team, led by Mark Seaborn and consisting of:

**Dr Paul Wright** is Head of Asbestos Services and responsible for the operational management of our asbestos services to clients. Paul is supported by **Stephen Bridgeman** (Asbestos Services Manager), **Jackie Blue** (Corporate Services Manager) and **Debbie Beasley** (Regional Asbestos Consultant).

## 1.5 Quality Assurance

Pennington has always taken quality seriously. Pennington has been a BS EN ISO 9001:2000 accredited firm since 2002.

A detailed management system is used by Pennington to implement the requirements of the standard, which is supported by a detailed quality manual.

## 1.6 Environmental Management

Pennington achieved ISO14001:2004 in 2006. The award reflects the importance that the company places on environmental awareness and conservation.

## 1.7 Health & Safety

We are CHAS (Contractors Health and Safety Scheme) and Exor accredited and have achieved ISO 18001.

## 1.8 Equality and Diversity

We fully embrace equality and diversity and have formal policies in place which promote equality of opportunities for all. All staff have equality and diversity training and are responsible, without exception, for the observance of our policy. Our policies, standard documentation, proposals and reports can be made available in other languages or formats, for example large print, Braille, audio tape or CD on request.

## 1.9 Customer Satisfaction

We have been awarded a Diamond Certificate in an independent survey, conducted by QMS Quality Management Systems.

The award recognises the Company's commitment to providing the best possible levels of service.

## 2.0 The Role

### 2.1 Job Description and Person Specification

These are provided at Appendix 1.

### 2.2 Working Arrangements

The core role would be either office or home based, undertaking Management, Refurbishment & demolition surveys and air monitoring for clients, principally within West Yorkshire/North West regions. Samples would be analysed by our in-house laboratory. Whilst the mix of our work across surveys and air monitoring is quite diverse we expect surveyors to undertake five domestic surveys (typically two beds) per day. This would involve:

- Attending site against appointments made for you.
- Undertaking the survey, producing detailed site notes, using our standard pro formas and taking bulk samples as required.
- Deliver site notes and bulk samples to office, either personally or via post.

We would provide you with a fully equipped mobile laboratory (van) for your use while on site undertaking either surveys or air monitoring.

### 2.3 Professional Development

Once you are established there would be opportunities to get involved with more strategic asbestos related advice and/or other areas of our overall service offering (see [www.pennington.org.uk](http://www.pennington.org.uk) for details). We have a strong track record of training our colleagues and there would be the potential for you to study further and acquire other asbestos related qualifications.

## 2.4 Key Skills / Experience

The job description and person specification provides for greater detail, but if asked to identify the key things that we're looking for – it would be these:

- Substantial experience as a asbestos surveyor and analyst, holding P402, 403 and 404 (ideally also the P401);
- Wide, cross sector asbestos experience, with a reasonable level of experience of working within social housing;
- Experience of working within a UKAS accredited firm and taking part in a robust quality assurance system;
- Clean driver's license.

The following characteristics would also be desirable, although not essential:

- A P401 qualification;
- A S301/CCP qualification;
- A qualification in a related property surveying activity such as Energy Performance Certificates;
- Home location within the West Yorkshire/North West regions.

## 2.5 Principle Benefits

- Salary of between £24,000 - £30,000 per annum, with progression being linked to demonstrable competency and skills and starting point reflecting market conditions, skills and experience;
- Contributory pension scheme;
- 23 days annual leave per annum.

We would expect you to use a company van for work related travel and you would be provided with a fuel card.

You will be provided with the PPE and surveying/analytical equipment necessary for you to do your job. You will also be provided with a mobile smart phone.

## 2.6 To apply

Email your CV to [admin@penningtonsouth.org.uk](mailto:admin@penningtonsouth.org.uk) by Friday 19 July 2013.

## **Appendix 1**

### **Job Description and Person Specification**

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## Job Description

<b>Post Title:</b>	Asbestos Surveyor/Analyst
<b>Responsible To:</b>	Debbie Beasley (Regional Asbestos Consultant)
<b>Responsible For:</b>	Not Applicable

The aspirations for Pennington Choices (PCL) are:

- To be the best company and well regarded
- To be a company with real financial value
- To be 'recession/change' proof
- To be ethical in our actions and services

**Purpose of Job:** To provide high quality asbestos related services, advice and support to clients including management, refurbishment & demolition surveys, air monitoring, writing reports for clients as required, providing ancillary advice and facilitating and overseeing removal works. To uphold the company's policies and procedures, and to market its services to deliver the business strategy and aspirations for the company annually.

### Key Areas for the role:

#### To deliver services that result in more than satisfied customers

- To undertake management and refurbishment / demolition surveys, take bulk samples and provide clearly presented and well written reports as required to clients in the housing and commercial sectors.
- To provide advice to clients, ancillary to the survey. Facilitate and oversee removal works where required.
- To provide asbestos analytical services to clients, including air monitoring, fibre counting and (where so qualified) bulk sample analysis
- To be up to date with asbestos legislation, guidance and industry best practice including UKAS accreditation and quality management arrangements.
- To be up to date with relevant legislation including Health and Safety
- To comply with the company's quality management arrangements including participating in the quality assurance arrangements and audit programme.
- To act within the expectations of conduct and attitude of employees in their role as ambassadors of the company
- To be proactive to ensure that work is delivered on time by all areas of the business

#### To assist PCL to be a financially strong and progressive company

- To meet all legal obligations required to be met by the company as a provider of asbestos related services and an employer
- To take personal responsibility to meet own billing and productivity targets

### **To be part of a team of top performing people**

- Treat each other, and others, with respect at all times
- To ensure that the culture of the company is one that is honest and open and values everyone's opinions and contributions
- To actively thank people for their efforts
- To contribute to a culture that is positive about the company
- To contribute to a culture that enables PCL to be a learning organisation open to challenge and change
- To proactively engage in training and development provided by the company
- To take personal responsibility for maintaining technical expertise and an awareness of current issues in the sector

### **General**

- To support the business by working flexibly and responsively from the company's office or from clients sites as required.
- To carry out other such duties as may be reasonably required.
- To ensure that the equality and diversity policy is proactively implemented at all times.
- To work within the company's policies and procedures at all times.
- To submit to a CRB (Criminal Records Bureau) check being undertaken

## Person Specification

<b>Job Title:</b>	Asbestos Analyst / Surveyor	<b>Date Prepared:</b>	July 2013
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<b>Essential Role Criteria</b>	<b>Desirable Criteria</b>
<b>1. Skills &amp; Experience</b>	
<ul style="list-style-type: none"> <li>• Undertaking asbestos surveys</li> <li>• Taking bulk samples</li> <li>• Logical, methodical, structured and accurate approach to recording survey detail and findings.</li> <li>• Undertaking air monitoring/fibre counting</li> <li>• Knowledge of relevant IT systems</li> <li>• Good personal IT skills - Windows applications</li> <li>• Good written skills and verbal communication skills</li> <li>• Experience of managing property/ asbestos related projects to time and budget.</li> <li>• Experience of working well as part of a team</li> <li>• Good knowledge of asbestos legislation, guidance and best practice</li> </ul>	<ul style="list-style-type: none"> <li>• Providing asbestos consultancy, advice or training</li> <li>• Knowledge of housing sector and in particular asset management and surveying legislation and good practice</li> <li>• Knowledge of housing / local government regulatory environment and other relevant, expectations of housing providers</li> <li>• Experience of undertaking bulk sample analysis.</li> </ul>
<b>2. Qualifications</b>	
<ul style="list-style-type: none"> <li>• P402, P403, P404</li> </ul>	<ul style="list-style-type: none"> <li>• P401</li> <li>• S301/CCP</li> <li>• Evidence of continuing professional development.</li> <li>• Health &amp; Safety qualification</li> </ul>
<b>3. Personal qualities</b>	
<ul style="list-style-type: none"> <li>• Excellent communication skills are required.</li> <li>• A confident approach.</li> <li>• A commitment to asbestos surveying work.</li> <li>• Good interpersonal skills.</li> <li>• Ability to think strategically and make clear decisions on complex issues.</li> <li>• Ability to present complex issues in a clear and concise manner.</li> </ul>	
<b>4. Job circumstances</b>	
<ul style="list-style-type: none"> <li>• Willing to work outside normal office hours and to travel as required.</li> </ul>	
<b>5. Equalities</b>	
<ul style="list-style-type: none"> <li>• Evidence of strong commitment to equality opportunity policies and practices.</li> </ul>	