

Housing Compliance Surveyor

Asbestos and Water Management

Candidate Pack

workplace wellbeing CHARTER

DARTFORD BOROUGH COUNCIL

About the role





Housing Compliance Surveyor

Asbestos and Water Management

Directorate – Housing and Public Protection
Department – Housing Maintenance
Grade – H
Salary – £46,867 PA rising to £49,580 PA following 12 months satisfactory performance
Hours - 37 hours per week – Monday – Friday
Flexi-time Available

About the role

Dartford Borough Council have over 4000 social homes throughout the local area. With an established track record for maintaining quality homes, delivering new affordable housing and investing in local communities. This is an exciting opportunity to join the Council, and we are seeking a skilled and experienced Housing Compliance Surveyor to join our compliance team.

The role will have responsibility for asbestos management across our stock and is a critical role ensuring the safety of our residents and properties by carrying out asbestos and legionella surveys and inspections and managing a programme of surveys and risk assessments across our housing stock.

The candidate must be enthusiastic, a good communicator and Asbestos P405 qualified, with experience of managing asbestos and water across housing assets.

You will be responsible for ensuring compliance with statutory regulations and supporting the delivery of safe and effective housing services. You will be required to manage the Asbestos register, ensuring access is achieved by contractors and that the register is always up to date. You will submit notifications to the HSE for notifiable asbestos works in a timely manner to ensure repairs, void and planned works are not delayed.

The position offers the opportunity to work within a collaborative environment, develop your skills and contribute to achieving our service goals.

If this sounds like the opportunity for you, please review the full job profile before applying.

This post is considered by DBC to be a customer-facing position. The Council therefore has a statutory duty under Part 7 of the Immigration Act (2016) to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements.

Skills, Knowledge and Experience:

Key Responsibilities:

- Day to day responsibility for the management of contractors undertaking asbestos surveys (management, refurbishment, and demolition) in accordance with current legislation and guidance.
- Day to day responsibility for the management of contractors undertaking legionella risk assessments and water hygiene inspections.
- Manage and oversee the Asbestos Register.
- Prepare detailed reports and recommendations following surveys and assessments.
- Maintain accurate records and update compliance systems.
- Advise colleagues and contractors on asbestos and legionella management.
- Ensure all works comply with health and safety regulations and internal policies.
- Support the delivery of remedial works and monitor contractor performance.

About You:

- Experience in asbestos surveying and legionella risk assessments within housing or a similar environment.
- Knowledge of relevant legislation and best practice (Control of Asbestos Regulations, ACOP L8).
- P405 qualification (or equivalent) for asbestos management is essential.
- Legionella risk assessment training or certification is desirable.
- Strong attention to detail and ability to work independently.
- Excellent communication and reporting skills.
- Proficient in Microsoft Office and compliance management systems.
- Must hold a full UK driving licence and access to a vehicle for work.

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Disability Confident Employer

DBC is Disability Confident Employer and welcomes applications from candidates with a disability.
We operate a Guaranteed Interview to any candidate with a disability who meets the minimum criteria for the role. If you have a disability and are applying for a particular role, please ensure that you indicate this on your application form, and advise us of any reasonable adjustments which you may require.
A disability under the Equality Act 2010 is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Care Leavers

We will offer an interview to care leavers who meet the minimum criteria for the post. If you are a care leaver, you must inform us of your care leaver status at the time of your application.

Armed Forces

As part of the Council's commitment to the Armed Forces Covenant and to ensure that ex-armed forces personnel are not disadvantaged as a result of their service, veterans of the armed forces and/or their spouses/civil partners, applying for a job at the Council will be guaranteed the offer of an interview, provided that:

- They or their spouse/civil partner are currently serving in the armed forces and are within 12 weeks of their discharge date
- They or their spouse/civil partner were in long-term employment with the armed forces within the last five years
- They meet the essential criteria for the advertised role
- They confirm that they wish any application for a post at the Council to be considered under the guaranteed interview scheme.

How to apply

Please apply via:
https://www.dartford.gov.uk/by-category/jobs-and-careers/job-vacancies-at-the-council

Do not send your CV – only fully completed application forms via the link above will be accepted

We reserve the right to close this vacancy before the advertised closing date. Please apply early to avoid disappointment.

Shortlisted?

Shortlisting and selection will be based on the job profile and experience required. You will need to address these requirements in your application drawing on any experience you have gained at work or in a voluntary capacity. You should give examples of how you meet the criteria outlined in the job profile and the Council's Core Behaviours. If you are unable to explain how you meet the requirements of the role, we may not be able to shortlist you.

Closing date:

23:59 20th September 2026

Interview date:

TBC









About the Council







Why Dartford

'Dartford is a place of quality, choice and safety. A place where great communities, concern for the environment and a successful economy support people who want to live, work and enjoy leisure time.'

Dartford Borough Council is one of the most exciting places to work in the region. Not only are we working on some special projects to improve life in the borough but we also have one of the most accessible offices in the country.

Our Commitment to Equality and Diversity

Dartford Borough Council is committed to equal opportunities policies and action to ensure that the best candidates for any post are appointed irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. We operate a name-blind recruitment process and remove candidates' personal information to ensure that people will be shortlisted for interview on merit.

Our aim is to remove barriers to employment, promotion and development so that all employees have equal access to these on the basis of ability and the requirements of the job.

We are committed to challenging inequality, discrimination and disadvantage and to achieving the highest standard of employment practice. Equality of opportunity for all sections of the community and workforce is an integral part of this commitment, and we welcome applications from all sectors of the community.

The Council has signed up to the Disability Confident Scheme. Through Disability Confident, we are working to ensure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations. We are committed to interviewing all disabled candidates who meet the minimum criteria for the role.
In addition the Council will where possible make reasonable adjustments to ensure the interview process is accessible to disabled candidates.

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Getting to us

Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

By car...

The Civic Centre can be accessed via A206 to the north, A282/M25/M20 to the east and the A2 to the south. The A226 Dartford Road links Bexley to Dartford Town Centre. The Council offers free car parking for staff.

By train...

Dartford Civic Centre is situated opposite Dartford station. Dartford is part of the TfL Oystercard area and there are regular and frequent services from Central London (Charing Cross, Victoria and London Bridge). In the opposite direction there are regular services to Gravesend and the Medway Towns with connections to Canterbury and the Kent Coast.

By bus...

Good bus services serve Dartford town centre, including TfL buses, and the Fastrack rapid transit system. Bus stops in Home Gardens, two minutes walk to the Civic Centre, are served by:

- TfL bus routes 96, 428 and 492
- Fastrack bus routes A, B & C
- Arriva Sapphire bus services routes 480 & 490 between Dartford Town Centre and Gravesend.

By bike...

Dartford Town Centre lies on strategic cycle routes. View the routes on the Explore Dartford Maps:

https://explorekent.org/wp-content/uploads/2020/06/EK-DARTFORD_PRINT.pdf

Link to map and more info

Dartford Borough Council Civic Centre



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Core Behaviours

Values are a key component of a healthy workplace culture because they clarify how the Council and its staff should behave and help to ensure that everybody is working towards the same goals. They provide the framework within which employees can test decisions, accomplish tasks, and interact with others.

The Council's core behaviours reflect the special qualities that attract, engage and retain the talent that we want; and will be used to shape our culture by influencing the work we do, and how we do it. These behaviours focus the way we expect employees to approach daily business practices, conduct communications and interact with one another.

The Council has five core behaviours that guide the way we think and act as an organisation, and each member of staff is responsible for incorporating them into their day to day roles.



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Core Behaviours

Communication

Demonstrated by:

- Actively listening to customers and colleagues and asking questions to provide clarity
- Seeking to understand customer and colleague needs and proactively looking for ways to exceed expectations
- Being clear, concise and courteous
- Providing regular and timely feedback
- Leaving a positive impression of the Council

Respect

Demonstrated by:

- Creating trusted relationships with customers, colleagues and communities to achieve mutual goals
- Treating customers and colleagues with respect and dignity and valuing others as individuals
- Learning from others and valuing differences
- Being thoughtful, tactful and considerate
- Acting with integrity, loyalty and trust

Accountability

Demonstrated by:

- Taking the initiative and ownership of our decision, actions, performance and behaviour
- Learning from our mistakes and seeking out opportunities to improve
- Delivering on promises to customers and colleagues
- Being proud of what we do

Adaptability/Flexibility

Demonstrated by:

- Displaying a 'can do' attitude and being innovative
- Embracing change
- Getting out of our comfort zones and creating our own opportunities
- Looking for the positive in every situation
- Challenging negativity and bad behaviour

Collaboration

Demonstrated by:

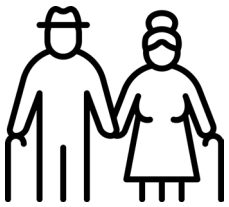
- Sharing ideas and challenges with our colleagues and actively seek out their opinion
- Working together beyond departmental boundaries to achieve superior results
- Ensuring everyone has an equal opportunity to share and contribute ideas
- Being part of the solution

Total Reward Package

Pension

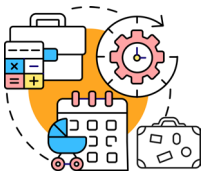
We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a career averaged revalued scheme (CARE), which means your benefits are based on your salary for each year you are in the scheme.
Your contribution rate, based on your salary, is 6.5%





Holiday Entitlement

You will be given a generous holiday entitlement of 185 hours (equivalent of 25 days) plus a further 37 hours (equivalent of 5 days) after five years of continuous DBC service, plus a further 37 hours (equivalent of 5 days) after 5 years of service and a bank holiday entitlement per annum.
These amounts are pro-rated for part-time hours.





Car Parking

Free car parking for work





Private Medical Insurance

Subsidised private medical insurance for employees on Grade H and above on application





Shared Cost AVC's

LGPS members have access to our Shared Cost Additional Voluntary Contribution (Shared Cost AVC) scheme, which offers you a cost-efficient way to invest in your financial future.





Professional Membership Fees

The cost of one membership a year to a professional organisation that you require for your job



Car Loan

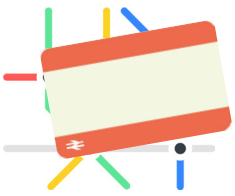
A loan to assist you with buying a car, subject to certain criteria being met





Season Ticket Loan

An interest free loan to assist with the purchase of a season ticket to travel to and from work





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Total Reward Package

Cycle to Work

A salary sacrifice arrangement which allows employees to purchase a bicycle for travel to work. The scheme allows the cost to be spread over a monthly deductions and also reduces the employee's tax and national insurance costs.





Hybrid Working

A Hybrid Working Policy which allows you to work part of your week remotely (depending on role and in agreement with your line manager)





Flexi-Time Working

A flexi-time working scheme (in agreement with your line manager)





Wellbeing

We have achieved the national Workplace Wellbeing Charter accreditation demonstrating our commitment to proactively championing a health workplace culture.





Employee Assistance Programme

Access to a free and confidential Employee Assistance Programme which offers support for a wide range of issues including telephone and face to face counselling





Occupational Healthcare

An occupational health service to support employees in the management of health issues.





Occupational Sickness Pay

Generous sick pay based on length of service









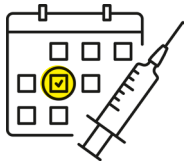
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Total Reward Package

Flu Vaccinations

Free flu vaccinations on an annual basis




Eye Care

Assistance with the cost of an eye test and glasses or contact lenses for working with computer screens




Fairfield Leisure Centre Discount

20% discount on Premium Membership




Employee Benefits Portal

A host of benefits, deals and offers via our online benefits portal including, but not limited to, shopping, travel and activities




Family Friendly Policies

An enhanced package of Maternity, Adoption, Paternity, Parental, Shared Parental and Parental Bereavement Leave




Compassionate Leave

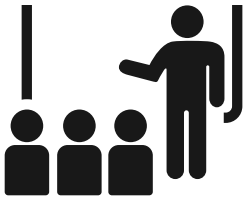
Up to 10 days paid leave following the death of a close relative





Cadet and Reserve Armed Forces Leave

Up to 10 days paid leave per year to take part in duties or training.

Public Duty Leave

Additional leave for members of certain public bodies to undertake duties





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Job Profile

Job Title: Housing Compliance Surveyor - Asbestos and Water Management
Grade: H
Reporting to: Housing Compliance Manager
Responsible for: N/A
Experience:

This postholder will have day to day management responsibility for maintaining an effective Asbestos Management and Water Management Service within the Councils Housing stock. The postholder will facilitate arrangements for the surveying and inspection of properties related to the management of Asbestos and Legionella Control. The postholder will manage positive relationships with internal and external stakeholders and promote a culture of safe working practices across the Council.

- Experience of working in an Asset Management or Repairs and Maintenance Role.
- Working experience of managing contractors undertaking surveys and remedial actions, ensuring a robust approach to safety and compliance.
- Experience of working with Asbestos and Legionella management systems.

Specialist Knowledge:

- Sound Technical Knowledge in all aspects of asbestos and water management and the regulations.
- Demonstrate knowledge and understanding of appropriate legal acts, regulations, associated HSE guidance and industry best practice in relation to Asbestos and Legionella.
- Excellent Microsoft Excel skills, with the ability to create efficient reports.
- Knowledge of MRI Housing One System, the Corporate Financial Management System, Compliance Software is desirable.

Qualifications:

- Hold P405 qualification in Asbestos Management.
- Valid Responsible Person Certificate in Water Management and Legionella Control.
- NEBOSH general certificate.
- Charted Institute of Housing Level 4 Desirable.

Special Circumstances:

- Ability to use ladders, scaffold and work at height, including working in restricted space.
- Must have a valid and clean UK driving licence and access to a personal vehicle.
- May be required to work outside of normal working hours if required.
- Ability to work in a busy office providing a professional service to a demanding client group, whilst maintaining high levels of customer care.
- Excellent literacy and numeracy skills.
- Ability to work independently and use own initiative.
- Excellent interpersonal and customer care skills.
- Takes personal responsibility and holders others to account.

Key activities:

The postholder will lead on all matters relating to the management of Asbestos and Water Management. As part of the Housing Compliance Team, this postholder will support the team in the management and updating of systems and databases relating to compliance.

The postholders main duties are:

- Manage the programme of asbestos surveys, remedial works and void/planned works relating to Asbestos
- Manage the programme of risk assessments, remedial works and void/planned works relating to the control of Legionella.
- Recording all appropriate information relating to Asbestos and Water risks in an accurate, clear and timely manner on the Council's database.
- Provide support and guidance to ensure the immediate and long term management of Asbestos and Water Risks in accordance with HSE guidance and HSG274 best practice.
- Organising contractors air monitoring, clearance testing, post removal inspections, asbestos surveys and other functions undertaken by an external asbestos analyst.
- Monitoring and assessing the performance of asbestos and water management activities undertaken by Council employees, contractors and partners.
- Facilitating capital projects and routine property maintenance by arranging access to identify the management of asbestos and water risks effectively within a range of project types and timescales
- Assist by providing information to accident investigators following reports on incidents as far as reasonably practicable.
- Ensure the efficient delivery of samples to designated laboratory.
- Analyse and assess data to determine risks and regulatory compliance and make appropriate recommendations
- Give guidance and advice to newly appointed staff, trainees, visitors and others as required.
- Support the implementation of the Council's updated asbestos register system and associated process and procedures
- Work collaboratively with team members, and or other stakeholders to establish and maintain a system that promotes a culture of safe working practice across the Council



This, together with the competency levels is a description of the job as it is at present constituted. It is the practice of this Council to periodically review and update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will be expected to participate fully in any discussions and,
in connection with them, to re-write your job profile to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your immediate superior. It is the Council's aim to reach agreement on reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you. As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.
All aspects of the post are to be carried out in compliance with the Council's overall Policies and Procedures, and all post holders will frequently have access to confidential information and will maintain such confidentiality as required by the Council.

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