Acivico Ltd (a multi-disciplinary company wholly owned by Birmingham City Council) is seeking to expand its established and well respected Birmingham City Laboratories, which forms part of the Acivico Group of Services.

We are seeking qualified asbestos bulk analysts with experience within the asbestos industry. The successful applicants must hold the BOHS P401 and will need a minimum of 2 years’ experience within a UKAS accredited laboratory.

Your day to day duties will include:

- Responsibility for receipt and analysis of bulk materials samples submitted by company site staff and clients.
- Produce accurate and factual reports in electronic format.
- Adhere to quality, health and safety and company policies.
- Participate in and maintenance of satisfactory performance in relevant internal and external quality assurance schemes.

The Acivico rewards package includes generous annual leave, flexi-time systems and all Acivico employees are eligible to join the local Government pension Scheme.

Ref: AC0512016

Closing date: 21st February 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Job Description

Post: Asbestos Bulk Analyst  Grade: GR3

Division: Acivico  Section: Birmingham City Laboratory

1. **Job Purpose**
   
   1.1 Under the general direction of the Asbestos Team Leader and Asbestos Supervisor to undertake asbestos fibre identification of bulk samples.

2. **Duties and Responsibilities**

   2.1 To carry out asbestos fibre identification of Asbestos bulk samples in accordance with HSG 248 and The Control of Asbestos Regulations 2012.

   2.2 To adhere to Birmingham City Laboratory’s quality management system and to participate in internal audits to verify compliance. To carry out procedures associated with internal and external quality control systems (AIMS) as required.

   2.3 To be responsible for maintaining relevant records as appropriate.

   2.4 To record results and enter data using computer systems as necessary.

   2.5 To manage own professional development and to participate actively in internal and external training programmes.

   2.6 To achieve and maintain high levels of customer satisfaction.

   2.7 To perform support laboratory duties as assigned.

   2.8 Follow safe working practices and assist in the maintenance of good housekeeping standards in order to achieve a safe and healthy working environment.

   2.9 Adhere to and implement Acivico’s policies and procedures.

   2.10 To carry out such other duties commensurate with the grading of the post as may from time to time be determined.
3. **Supervision Received**

3.1 **Supervising Officer Job Title**

Team Leader or Supervisor Asbestos

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

N/A

5. **Special Conditions**

- The post holder may be required to work outside of normal office hours.
- To work from any administrative centre in the City to meet the operational needs of the organisation.
- Appropriate Certificate of Medical Examination with respect to the requirements of Regulation 16 of the Control of Asbestos at Work Regulations.
- Must be able to detect the colour changes required to properly assess the optical characteristics of fibres as described in Appendix 2 of the Health & Safety Executive publication, Asbestos: the analysts guide for sampling, analysis and clearance procedures 2005 - and be able to achieve a satisfactory standard of performance in the HSE AIMS, UKAS and BCL quality assurance schemes.

Observance of the **City Council's Equal Opportunities Policy** will be required.
Person Specification

Post: Asbestos Bulk Analyst
Grade: GR3
Division: Acivico
Section: Birmingham City Laboratory

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation; G = Group Exercise; AC = Assessment Centre.

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<th>CRITERIA</th>
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| Experience
(Relevant work and other experience) | 1. Experience related to the identification of asbestos fibre in bulk samples within a UKAS accredited laboratory. 
3. Experience in the production of certificates of asbestos bulk analysis. | AF/I/T |
| | | AF/I |
| | | AF/I |
| Skills and Ability
(e.g. written communication skills, dealing with the public etc.) | 1. Good standard of written, IT and verbal communication skills. 
2. Ability to work under pressure and to meet targets and deadlines. 
3. Ability to work with minimum level of supervision. 
4. Ability to produce consistent high quality work. 
5. Ability to apply experience & technical judgement when carrying out analysis. 
6. Ability to work out of normal office hours. | AF/I/T |
| | | I |
| | | AF/I |
| | | AF/I |
| | | AF/I |
| Training | Post holders are required to hold at least the BOHS P401 Identification of asbestos in bulk samples. | AF/I/T/C |
| Education/Qualifications
NB: Full regard must be paid to overseas qualifications. | Science based subject to A level, Degree standard or significant relevant experience. | AF/C |
| Other | 1. Appropriate Certificate of Medical Examination with respect to the requirements of Regulation 16 of the Control of Asbestos at Work Regulations. | |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.