



## JOB DESCRIPTION

<b>Job title</b>
BUL - Head of Asbestos Removal
<b>Name of person or job role reporting to</b>
Managing Director
<b>Responsibilities</b>
<p><b>Job Purpose</b></p> <p>Overall responsibility for daily operations in terms of meeting client and contract specific requirements in the most efficient, effective manner possible. Responsible for operational delivery through the management of office staff in order to meet the commercial/financial targets whilst maintaining compliance with the safety, technical and quality requirements.</p> <p><b>Accountabilities or “what you have to do”</b></p> <p>Management of the daily operations in the most efficient manner possible in line with contract requirements and budgets</p> <p>Daily management of office/site-based staff whilst ensuring all health and safety, quality and environmental requirements are achieved as set out within the MSS Environmental Technical and Quality Manual.</p> <p>Management of labour capacity/availability against contract requirements, short to long term.</p> <p>Maintain and develop existing and new client relationships.</p> <p>To determine expenditure trends and suggest/implement cost saving measures.</p> <p>Effectively communicate any changes as required through regular staff meetings, and to encourage staff to report any issues, near misses, accidents and suggested improvements.</p> <p>Measure operational performance against KPIs to ensure delivery and continuous improvement.</p> <p>Measure and manage commercial performance against budgets, including forecasting to enable regular updates to SMT/MD.</p> <p>Overall responsibility for the delivery of the commercial budget and commercial performance</p> <p>Regular communication with Contract Management team to ensure the efficient operation of the planning and delivery process as per the budgets, and with the Technical Manager to ensure site staff are competent to perform daily tasks in compliance with Company procedures, Health &amp; Safety, and regulatory requirements. Identify gaps in training that will inhibit service delivery.</p> <p>To assist in the management of MSS Environmental vehicle fleet to include regular inspections to log damage, cleanliness, repairs, maintenance, deployment of vehicle policy to include monthly mileage submissions.</p> <p>To assist with the selection and performance reviews of sub-contractors.</p> <p>Work with the Commercial Lead to identify opportunities to increase margin return from supply chain.</p> <p>Develop the strategic direction for the business and present in a coherent way for discussion with the MD to drive profitability through the business working with the commercial lead to develop and implement tools for the measurement of project</p>

profitability and accurate reporting.  
 Oversee the implementation of the strategic vision working closely with the BRM (Env)  
 Always promote the business by attending trade body events and industry relevant functions.  
 The Business Unit Lead in Environmental will be an active member of the Senior Management Team and will be required to attend SMT meetings and update fellow SMT members on all aspects of MSS Environmental

**Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”.**

Efficient daily operations eliminating wastage and meeting contract requirements whilst identifying cost savings for the business.  
 Ensure all staff have the correct information, tools, and equipment to carry out their tasks safely always meeting the Health and Safety requirements.  
 Provide labour resources are in line with sales/contract expectations and efficient delivery.  
 Maximise development of existing and new client accounts  
 Meet client, contract, and internal service delivery KPIs.  
 Accurate measurement and forecasting of commercial performance against budgets presenting positive results.  
 Reduce expenditure through supplier benchmarking.  
 Informing MD of safety, technical and commercial position.  
 Ensuring a satisfied workforce who understand their roles and responsibilities, enjoy their work, add value and are proud to work for MSS.  
 Avoid issues raised through external audits.  
 Promote continuous improvement throughout workforce in the daily operation.  
 All near misses and accidents are reported in the required timescales, improvements and any corrective/ preventative actions are deployed effectively.  
 Ensure Contract Managers are supported in delivering their projects whilst meeting Health and Safety, financial and technical obligations.  
 Effective adherence to vehicle policy by all staff always offering methods of improvement where possible.  
 Ensure high standards of personal performance are maintained and to lead by example.  
 Ensure HSE Licence is effectively maintained, and all business operations are managed in accordance with the permission of the licence.

**Qualifications/Experience**

- Health & Safety management
- Extensive experience in the Asbestos Industry
- Industry and regulatory technical competence
- Good communication skills
- Ability to drive efficiency and productivity.
- Systematic record keeping and attention to detail.
- People management and leadership skills
- Continuous improvement mind set.
- Motivator and morale booster
- Effective organisational, problem solver, decision maker and communicator
- IT literate



I hereby agree that I have read and understood the job description.

Signed

Date

Name