



Government
of South Australia

Department for Infrastructure
and Transport

Asbestos Officer (ASO5)

Role statement

Organisational alignment

Division: Infrastructure Delivery
Directorate: Building Projects
Section: Professional and Advisory Services

Reporting relationships

Reports to: Team Lead Asbestos Advisor
Direct reports: 0 FTE

Role overview

The Asbestos Officer is accountable to the Team Lead, Asbestos Advisor for providing information, advice and support on the management of asbestos materials in government buildings and assets to benefit both intra- and inter-agency partners. This includes delivering asbestos advice and competency testing of asbestos materials; managing projects on behalf of partners, such as establishing and maintaining asbestos registers through surveys and scheduled inspections, responding to asbestos incidents, and overseeing some asbestos removal projects.

The role also contributes to the development and upkeep of standards, guidelines, policies and procedures that ensure the safe management and removal of asbestos, supports administration of the Treasury Asbestos Removal Fund, and undertakes actions related to auditing hazardous management systems across various agencies.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Coordinate and provide specialist support for large and complex work programs, services and projects that are consistent with whole of government and agency strategies, policies and priorities and deliver the Section's objectives.
- Contribute to the planning and delivery of work programs, services and projects and where required undertaking investigations and preparing reports and recommendations.
- Provide specialist operational advice, to internal and external stakeholders, including contributing to the delivery of program related or technical support and guidance to inform high level decision making and resolve complex issues.
- Coordinate contractual processes, including liaison with internal and external stakeholders, suppliers and service providers, which facilitates the ongoing effective performance of large and complex programs, services, and projects.
- Contribute specialist technical input into the development and implementation of policies, strategies, standards, guidelines and procedures that support the achievement of program or Section goals and objectives.
- Contribute to a high standard of customer service for internal and external clients and quality management and risk.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some infrequent work in confined locations and hazardous situations where protective clothing and breathing apparatus may be required.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- Trade qualifications or equivalent experience in Asbestos Management is required.
- Must meet the requirements of a competent person as defined in the Code of Practice for the Management and Safe Removal of Asbestos, with the capability to safely identify and manage asbestos. Under the Work Health and Safety Regulations 2012 (WHS Regulations), a competent person is someone who has acquired the necessary knowledge and skills to perform the task through relevant training, qualifications or experience.
- A current Driver's License is essential.

Technical capabilities

- Sound knowledge of relevant WHS Regulations and Codes of Practice relating to asbestos management.
- Familiarity with construction practices relating to asbestos containing materials.

- Demonstrated capability to identify suspected asbestos-containing materials through trained sampling techniques, assessment of risk and control measures, and evaluation of the condition of friable and non-friable asbestos within diverse building environments.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Works under limited direction and applies sound discipline knowledge to address technical or operational quality and risk management requirements, develop sound reports, succinct correspondence and solutions to complex operational problems.
- Significant experience in planning and managing the delivery of very large and complex contracts, programs, services, projects, processes, systems and resource management functions to meet business needs and strategies.
- Works with stakeholders to plan and implement solutions that manage high risk complex operational challenges to improve operational performance within Departmental policies.
- Detailed knowledge of the quality and risk management requirements and functions of a technical services or operational program, including an understanding of the relevant Legislation and Regulations that impact on the functions of the role and the Department.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Building Projects Directorate

People, Culture and Capability Use Only	KNet ID: #24412816	ANZSCO code: 3126	Position number: M35904
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