

**A.M.E DISABILITY CONSULTANTS**  
**90 Longbridge Road, Barking, Essex, IG11 8SF**  
**Tel: 020 8507 8841 Fax: 020 8507 9650**  
Email: [info@accessmadeeasy.co.uk](mailto:info@accessmadeeasy.co.uk)  
Website: [www.accessmadeeasy.co.uk](http://www.accessmadeeasy.co.uk)

## **Job Description for Adaptations to Premises Consultant**

**Job Title:** *Adaptations to Premises Consultant*

**Qualifications:** *Qualified Engineer, Surveyor or Architect*

**Overall Purpose of Job:** *to conduct Access to Work assessments for AME on behalf of Jobcentre Plus (under contract)*

You will work as part of a multi disciplinary team, and will produce Access to Work assessment reports to the quality and standard expected by Jobcentre Plus.

### **MAIN DUTIES**

- Booking of customer appointments
- Conducting Access to Work assessments
- Assessing Access to Work need
- Producing final Access to Work reports
- Liaising with customers and suppliers to ensure that the right solution is arrived at
- Obtaining Supplier quotes as needed
- Maintaining a list of contacts and suppliers, and making these available to AME for central collation
- Visiting exhibitions and suppliers to update knowledge
- Reports produced to BS8300, and to take account of part M1 of the British building regulations, including safe evacuation

### **TRAINING AND DEVELOPMENT**

- To undertake Risk Assessment, Access Auditing courses, Health and Safety courses, as directed by the Partners and by agreement
- To visit supplier exhibitions regularly to update knowledge

### **HEALTH AND SAFETY**

- To be aware of and mindful of British and European legislation and to suggest implementation of this as needed when producing Access to Work reports
- To ensure that work on-site is carried out in line with such legislation and regulations

### **RESOURCES**

Home based self-employed associate.

## **EQUAL OPPORTUNITIES**

- To demonstrate knowledge of and compliance with equal opportunities legislation and to apply this knowledge precisely, when conducting access to work Assessments
- To understand and be aware of the AME Equal Opportunities Statement

## **CONFIDENTIALITY**

To maintain confidentiality at all times, including confidentiality between the client/referring officer/assessor/AME.

## **DATA PROTECTION**

To adhere to the DPA and to ensure safe secure storage of electronic/manual files

## **PERSON SPECIFICATION**

- Experience and understanding
- Experience of conducting Access to Work Assessments (in particular Access Audits to the required standard and adhering to BS8300 and M1 of the British building regulations)

## **KNOWLEDGE**

- Knowledge of British/European Health and Safety legislation
- An in-depth knowledge of how to apply this legislation in practice
- In depth knowledge of how to give safe access to premises and equipment for people with physical/sensory disabilities
- In depth knowledge of Access Auditing
- An understanding of how to apply this knowledge in relation to Access to Work assessments
- Knowledge of other related legislation (DDA 1995 and how to interpret this in the context of Access to Work)
- Knowledge of specific Access to Work policy (former Jobcentre Plus Technical Consultants desirable, but not essential)
- In depth knowledge of potential workplace risks and how to overcome them
- Knowledge of engineering, architecture and surveying essential
- Good all round IT-MS Word, Outlook, Excel, Access etc

## **SKILLS AND ABILITIES**

- Ability to be a self-starter
- Ability to hit deadlines and remain calm when under pressure
- Ability to prioritise a heavy workload
- Ability to produce written reports to a very high standard
- Ability to proof final copy to a very high standard of accuracy
- Ability to research and produce quotations in final reports
- Ability to assess risks
- Ability to interpret complex legislation
- Able to work most of the time with minimal supervision
- Able to empathise with the complex needs of someone with a disability
- Able to point out business benefit to an employer if appropriate

**Andy Taylor**

**AME Partner  
January 2006**