

## **Job Description and Person Specification**

**Post Title: Trainee Building Control Surveyor**

**Reports to: Partnership Team Leader**

**Scale: 5**

**Politically Restricted: No**

### **Overall Purpose**

1. To learn how to provide and promote a high quality, accessible and customer focussed value for money Building Control service throughout the district.
2. To positively contribute to providing and promoting a high quality, cost neutral, accessible, responsive and customer focussed value for money Building Control service.

### **Key Roles, Tasks and Responsibilities**

1. To learn how to examine deposited plans to ensure compliance with the Building Regulations and associated legislation and to approve, return for amendment or refuse such plans within statutory time limits and service standards.
2. To learn how to undertake site inspections of building work in progress to ensure compliance with the building regulations and associated legislation and in accordance with the Council's policies and procedures
3. To keep detailed, comprehensive and up to date electronic records.
4. To gain knowledge of and undertake necessary inspections on dangerous structures and to report back to the Building Control Manager in order that the appropriate action can be taken to ensure that the danger is removed.
5. To learn how to inspect buildings intended to be demolished in accordance with agreed Council policies.
6. To assist the Building Control Team with postal numbering, renumbering of properties and new street names including the preparation of site plans.
7. To learn how to investigate and consider contraventions of the Building Regulations and associated legislation and to make recommendations regarding legal proceedings, including appearing in court as a professional witness on behalf of the Council.
8. To assist in the preparation of monthly statistics as required for housing returns purposes.

9. To help identify and assist on matters of continuous improvement within the Service.
10. To keep records of Continued Professional Development in accordance with the terms and conditions of membership of the relevant professional body.
11. To report back to the Building Control Manager on all aspects relating to Building Control when requested to do so.]
12. To undertake further training as and when required so as to help grow Building Control's market share and income levels.
13. To assist the Building Control Manager in dealing with service related complaints.
14. Promote and adhere to the Council's Equal Opportunities Policy.
15. To comply with the Health and Safety at Work Act at all times as outlined in Blaby District Council's Health and Safety Policy.
16. To undertake any designated duties under the County Council or District Council Emergency Plan.
17. Any other duties that may be assigned to the post by the Building Control Manager or Leisure & Regulatory Services Group Manager.

### **Post Characteristics**

**Allowances:** Essential car allowance

**On call/emergency situations:** n/a

**Security/safeguarding checks:** None

### **Health and Safety Responsibilities**

1. To be familiar and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
2. To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager or the Corporate Health and Safety Adviser for action.
3. To take reasonable care for health and safety of yourself and others.
4. To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements are complied with.
5. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety.

6. To maintain any Personal Protective Equipment that you are issued and required to wear, and to report any defects to your line manager.

### **Emergency Planning/Response Responsibilities**

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

## **Person Specification**

### **Knowledge**

#### **Essential:**

A knowledge of building construction and a willingness to learn and implement the Building Regulations and associated legislation. (3, 4\*)

### **Experience**

#### **Essential:**

Experience in, and an effective understanding of, the issues involved in delivery of excellent front line customer service; ability to deliver services with a proper regard for equal opportunities, access and health and safety. (4\*)

#### **Desirable:**

Minimum 5 years in a Building Construction related environment. (3, 4\*)

### **Skills/Abilities**

#### **Essential:**

High and proven written and verbal communication skills (3, 4, 5\*)

High and proven interpersonal skills (4, 5\*)

Have the ability to communicate in a clear and concise manner with a wide range of people. (4\*)

Excellent customer care skills (3, 4\*)

Able to adapt to change, meet deadlines, prioritise workloads whilst maintaining records.(4\*)

Be able to make an effective contribution to the competitive position of Local authority Building control. (4\*)

Ability to travel to numerous sites for visits and traverse across sites and climb ladders and work at heights. (3, 4\*)

#### **Desirable:**

Leadership skills (3, 4\*)

Good computer literacy, able to work with word processing, spreadsheets, databases and similar software solutions.(4\*)

## **Qualifications/Training**

### **Desirable:**

An appropriate Degree or Diploma in Building Surveying or HNC in Building with relevant site experience. (5\*)

### **Other**

#### **Essential:**

Self-motivated. (4\*)

Positive and flexible attitude to dealing with change. (4\*)

Committed to continuous improvement (4\*)

Ability to innovate (3, 4\*)

A full driving licence (5\*)

#### Method of assessment\*

1. Test prior to shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence

## **Job Description and Person Specification details:**

Reviewed by: Partnership Team Leader

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