

Job Description and Person Specification

Post Title: Building Control Surveyor

Reports to: Partnership Team Leader

Scale: 6

Politically Restricted: No

Overall Purpose

- To provide and promote a high quality, accessible and customer focussed value for money regulatory Building Control service throughout the district.
- To positively contribute in 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 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 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 supervise other staff registered as level Class 1 Building Control Surveyors in accordance with the needs of the business and the Building Safety Regulators Operational Standards Rules.
4. To assist fellow Senior Building Control staff to undertake more complex work in a supervised manner while they undertake the Building Control functions associated with those works in a supervised role.
5. To keep detailed, comprehensive and up to date electronic records.
6. To 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 (out of normal hours working may be required in cases of emergency).
7. To inspect buildings intended to be demolished in accordance with agreed Council policies.
8. To assist with training of new or less experienced staff
9. 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.
10. To help identify and assist on matters of continuous improvement within the Service.

11. To take a lead role in branding, marketing and advertising the Building Control service including identifying new partners to work with and maintaining a good relationship with partners
12. To keep records of Continued Professional Development in accordance with the terms and conditions of membership of the relevant professional body.
13. To undertake further training as and when required so as to help grow Building Control's market share and income levels.
14. To ensure accreditation in line with the Building Safety Act 2022 is gained and maintained
15. To assist the Building Control Manager in dealing with service related complaints.
16. Promote and adhere to the Council's Equal Opportunities Policy.
17. To undertake any designated duties under the County Council or District Council Emergency Plan.
18. Any other duties that may be assigned to the post by the Building Control Partnership Team Leader or Manager.

Post Characteristics

Allowances: Essential car user. Solo protect device and mobile phone provided

On call/emergency situations: Dangerous Buildings call out rota

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 detailed and comprehensive knowledge of building construction, the Building Regulations and associated legislation. (3,4*)
- An understanding of all Acts, Statutory Instruments and guidance documentation associated with the Department's functions. (3,4*)
- Commercial awareness and knowledge of marketing Building Control. (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 accurate 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:

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

Experience

Essential:

- Experience and ability to undertake enforcement procedures. (3, 4*)
- 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*)
- Experience of promoting and marketing a Building Control Service. (3, 4*)

Qualifications/Training

Essential:

- Be fully accredited or working towards accreditation of achieving at least a Class 2 validation, in line with the Building Safety Act 2022 and Building Safety Regulator requirements, whilst undertaking any restricted registered activities. (5*)

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

Latest Version Date: July 2024

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