

Job Description and Person Specification

Post Title: Senior Building Control Surveyor

Reports to: Partnership Team Leader

Scale: 7

Politically Restricted: No

Overall Purpose

- To discharge the Council's delegated powers and duties as required under the Building Regulations, Building Act and associated legislation
- To provide and promote a high quality, accessible and customer focussed value for money Building Control service throughout the district.
- To assist the Building Control Partnership Team leader or Manager and take a lead role whilst maintaining a quality and customer focussed value for money Building Control Service and deputise in his/her absence.

Key Roles, Tasks and Responsibilities

1. To help residents, customers and developers that use our services to comply with their statutory obligations by examining deposited plans to ensure compliance with the Building Regulations and associated legislation.
2. To take prime responsibility for taking decisions on whether to approve, return for amendment or refuse such plans within statutory time limits and service standards.
3. To recommend innovative and practical solutions to complex queries regarding Building Regulations and associated legislation
4. 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.
5. To lead on any enforcement action required under the Building Regulations and associated legislation.
6. To take a lead role in branding, marketing and advertising the Building Control service in order to generate income and increase market share including finding new partners to work with
7. To deputise for the Building Control Team Leader or Manager in their absence and to supervise the daily activities of the Building Surveyors and Building Control Technician staff when necessary.
8. To undertake necessary inspections on dangerous structures and to take prime responsibility for any appropriate action to ensure that the danger is removed, including advice to the Emergency Services (out of normal hours working may be required in cases of emergency).

9. To take prime responsibility for taking decisions on buildings intended to be demolished in accordance with agreed Council policies so as to ensure safe demolition and public safety.
10. To take prime responsibility for taking decisions on any 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
11. To take a lead on training of new or less experienced staff
12. To take a lead on allocation of daily inspections
13. To assist in the preparation of reports for Committee as required and attend Committee Meetings as directed by the Building Control Team Leader or Manager (attendance at evening Council meetings may be required)
14. To actively identify and contribute on matters of continuous improvement within the Service.
15. To keep detailed, comprehensive and up to date electronic records.
16. To keep records of Continued Professional Development in accordance with the terms and conditions of membership of the relevant professional body.
17. To represent the section at local agents forums.
18. To undertake further training as and when required so as to help grow Building Control's market share and income levels.
19. To ensure accreditation in line with the Building Safety Act 2022 is maintained
20. To assist the Building Control Manager in dealing with service related complaints.
21. To organise and participate in seminars, conferences and user groups as and when required to help promote the service.
22. Promote and adhere to the Council's Equal Opportunities Policy.
23. Any other duties that may be assigned to the post by the Building Control Team Leader or Manager or Regulatory and Leisure Services Group 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. (2, 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*)

Experience

Essential:

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

Desirable:

- Experience in leading a team. (3, 4*)
- Experience of performance management. (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. (3, 4*)
- Excellent customer care skills. (3, 4*)
- Good computer literacy, able to work with word processing, spreadsheets, databases and similar software solutions. (3, 4*)
- To take a lead role for Building Control related out of hour's inspections and call outs. (3, 4*)
- Able to adapt to change, meet deadlines, prioritise workloads whilst maintaining records. (3, 4*)
- Be able to make an effective contribution to the competitive position of Local authority Building control. (3, 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*)

Qualifications/Training

Essential:

- Be fully accredited in line with the Building Safety Act 2022, achieving at least a Class 2 category. (5*)
- An appropriate Degree or Diploma in Building Surveying or HNC in Building with relevant site experience. (5*)

Desirable:

- Full corporate membership of CABE/RICS or an equivalent professional qualification (by examination). (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*)
- Willingness to work at different local districts. (3, 4*)
- To work out of hours on occasions. (3, 4*)

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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