|  |
| --- |
| **Job Description** |



|  |  |
| --- | --- |
| **JOB TITLE** | Senior Building Control Surveyor |
| **REPORTS TO** | Principal Building Control Surveyor |
| **DIRECT REPORTS** | n/a |
| **INDIRECT REPORTS** | n/a |
|  |  |
| **PURPOSE OF THE JOB ROLE** |
| To be responsible for processing applications under the Building Regulations and inspecting construction works on site including unauthorised work and dangerous structures. |
|  |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| * Checking plans within the Borough and any partnership applications, for compliance with the Building Regulations and allied legislation within the statutory period, including liaison with other departments.
* Carrying out regular site visits to works under construction within the borough. Carrying out site inspections subject to a statutory notice within the prescribed period. The work will include all building types (domestic and commercial) up to 18m high.
* Supervising Registered Building Inspectors of a lower classification to promote and allow progression through the registration classes.
* Communicating accurately and efficiently with Councillors, members of the public, agents, builders and developers on matters relating to the Building Regulations.
* Maintaining comprehensive records of site visits in a clear and intelligible manner.
* Dealing effectively and efficiently with contraventions of the Building Regulations and allied legislation, including any legal notices to be served and attending court where necessary.
* Checking structural calculations of a minor nature.
* Inspection of dangerous structures and taking the appropriate action including emergency works and recording information for any future claims or action, as required by the Building Act 1984. Including out of hours.
* Taking an active role in marketing the service to help maintain market share within their area of the borough.
* Keeping up to date with new legislation.
* Registration and checking of fees for applications deposited under the Building Regulations when required.
 |
| This job description outlines the main duties and responsibilities but does not detail every task required for service delivery. You may be asked to take on additional duties at an equivalent level, on a temporary or permanent basis. |
|  |
| **GENERAL RESPONSIBILITIES** |
| Standard responsibilities that apply to all council staff or specific groups are set out in the [Employee Handbook](https://www.rbwm.gov.uk/media/2074/download/), these include:

|  |  |
| --- | --- |
| * Corporate management
* Information governance compliance
* Whistleblowing
* General Safeguarding Statement
* Project and work management
* Working in a team
 | * Risk management including Health & Safety
* Business continuity
* Equality of Opportunity
* Our corporate values
* Budget management
* Specific responsibilities for managers
 |

Local operating procedures and specific activities/tasks will be supplied by the service. |
|  |
| **PERSON SPECIFICATION** |
| **Qualifications/Education/Training**  | * Level 5 qualified Surveyor or equivalent
* Full member of a relevant institute, such as Royal Institute of Chartered Surveyors, Chartered Association of Building Engineers (Desirable).
* Registered Building Inspector on the Government registration scheme.
* Registered or has applied and has an exam date, for Class 2 Band A - F under the Building inspector competence framework (BICoF)
 |
| **Experience**  | * Demonstrate previous experience in a local authority Building Control section and experience of managing a caseload of Class 2A buildings (including new applications, regularisations and when necessary reversions).
* Establish and maintain appropriate links with building professionals, providing an excellent service (either face-to-face or other appropriate form of communication) and support the development of the building control service and with the exploration of new techniques to improve service delivery and promote regulatory compliance.
* Good knowledge of fire safety and means of escape (Desirable)
* Knowledge of IDOX Uniform software package (Desirable)
 |
| **Skills, Abilities and Competencies**  | * As a Class 2A-F RBI, you will be expected to demonstrate sufficient knowledge and understanding of the management, delivery and technical competencies described in the Building Inspector Competence Framework, as they relate to Class 2A-F buildings and your role.
* Registered with the Building Safety Regulator as a Class 2A-F Registered Building Inspector, with demonstrable competency to work:
* A) without supervision on Class 2A-F projects or;
* B) under supervision on Class 3 projects.
* Good IT skills including Microsoft Office programmes and building control back-office system software
* Effective written, oral, communication and presentation skills.
* Ability to think and act with a pragmatic and creative approach to problem solving difficult issues and think through the implications of decisions taken
* Ability to maintain written records to account for decisions made in relation to the practical application of building control activities and functions within the context of audit.
* Ability to maintain good working relationships with stakeholders at all levels, representing the authority in an effective and professional manner.
* Commitment to the organisation’s aims and values for equal opportunities.
* Respectful of confidential information, avoids bias, conflict of interest or undue influence of others to override professional judgements or obligations
* Ability to manage confrontational situations to prevent escalation.
* Understanding of professional boundaries in your role as a Class 2A-F RBI
* Ability to maintain Continuing Professional Development (CPD) in accordance with the Registered Building Inspector Code of Conduct
* Working knowledge of legislation, regulations and professional codes of practice for Building Control including Operational Standards Rules set by the Building Safety Regulator and legislation under the Health & Safety at Work Act 1974.
* Understanding of professional responsibilities and liabilities under the proposed Building Safety Act and resulting secondary legislation in relation to this role.
 |
| **Specific Working Requirements** | * Full driving license and own vehicle suitable for use at work and/or access to a mode of transport which allows the post-holder to carry out the duties of the role.
* Ability to work in various locations which will require the post holder to work on construction sites including rough terrain, climbing ladders and entering trenches, etc
* Able to work occasional unsocial hours.
 |
|  |  |
| **OTHER/SPECIAL REQUIREMENTS**  |
| **DBS check required for this role** | Not applicable |
| **Is this role “politically restricted”?** | No |
|  |
| **ADDITIONAL JOB DETAILS** |
| **Job Grade** | 9 |
| **Directorate** | Place |
| **Service Area** | Planning – Building Control |