



JOB PROFILE

SERVICE AREA	BUILDING CONTROL
JOB TITLE	SENIOR BUILDING CONTROL SURVEYOR
POST NUMBER	
GRADE	I
RESPONSIBLE TO	BUILDING CONTROL MANAGER
KEY LIAISON WITH	ADMINISTRATOR AND BUILDING CONTROL SURVEYORS
JOB PURPOSE	As directed by the Building Control Manager to assist in undertaking the Services responsibilities in an effective way, and to the highest standards fulfilling this role within the framework of service objectives, the Council's corporate objectives and policies and any legal requirements.
JOB PROFILE LAST REVIEWED	August 2021

KEY CORPORATE ACCOUNTABILITIES	
1.	To work with colleagues to achieve service plan objectives/targets.
2.	To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs
3.	To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
4.	To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
5.	To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.
6.	At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.



KEY SERVICE-RELATED ACCOUNTABILITIES

1. To undertake; under the general direction of the Building Control Manager, any work or duty related to any or all the functions, duties, and responsibilities of the Service and upon others which may from time-to-time be added.
2. To technically evaluate deposited Full Plan Building Regulation applications for compliance with the Building Regulations and all allied legislation, and reject, approve, or approve conditionally.
3. To technically evaluate Building notices and Regularisation Certificates for compliance with the legislation and request any additional information deemed necessary.
4. To technically evaluate Approved Inspection Notices/Certificates for compliance with the legislation and approve, approve conditionally, or reject.
5. To record fees as required by the Building (prescribed Fees) Regulations.
6. To carry out such visits and inspections as may be necessary where building operations are proposed, are in progress, or have been completed, to ensure compliance with the legislation, codes of practice or guidelines from time to time in force and in accordance with the general policies of the Service.
7. To attend dangerous structures to give advice, make decisions and to take any actions necessary; including the instruction of emergency contractors and liaising with other emergency services as required.
8. To deal with enquiries from members of the public, the Council, firms, institutions, or bodies and to give such proper advice, help or information as is considered appropriate.
9. To keep abreast of changing legislation, techniques, new materials etc by reading all necessary papers, journals, British Standards etc and attend training seminars as deemed necessary.
10. To consult and liaise with any external or internal person or bodies on matters relating to the work of the Service.
11. To serve notices and specifications as required by the Highways Advance Payment code.



12. To carry out enforcement action as and when such is deemed to be necessary.
13. To keep such statistical and written records of work carried out, complaints investigated etc as is required and to provide such information at such times and in such a manner and format as is required.
14. To receive and reply properly to correspondence relating to working matters.
15. To carry out such tasks, checks and examinations including the taking of samples or photographs as are necessary to ensure proper compliance with the legislation, or as to carry out the proper functions of the post holder.
16. To prepare evidence, statements and any such other requirements for court hearings, public enquiries or similar and to take part in such activities as required.
17. To prepare and present such reports, written or oral, relating to the work of the Service as may be required.
18. To prepare such notices, licences, schedules, or other documents required by any pertinent legislation or the post holders' duties, such as demolition notices and dangerous structures.
19. To be involved in such other work as may become the responsibility of the service whether by virtue of change, altered or additional legislation or any other reason, way, or method.
20. Refer to the Building Control Manager any matter of a serious or contentious nature.
21. To undertake those duties and responsibilities attached to the post as are required to enable the Councils Building Control Service responsibilities to be properly carried out.
22. To participate in the One2One performance review process and undertake any training and development in support of your role, as required.
23. Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including maintaining business continuity and during any civil emergencies.



PERSON SPECIFICATION

JOB TITLE: SENIOR BUILDING CONTROL SURVEYOR

DEPARTMENT: PLANNING AND ECONOMY

Information for Applicants: The Person Specification provides an outline of the experience, skills, and abilities we expect the Successful Applicant to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. **Disabled people will be offered an interview where they meet the Essential Criteria alone**

Method of Testing

1 = Application Form 2 = Interview 3 = Assessment Tests

Weighting of Criterion

1 = Low Importance 2 = Medium Importance 3 = High Importance

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Essential		
• Ability to communicate at all levels.	1,2 & 3	3
• I.T. literate; with a minimum competency in the use of Microsoft 'office' software - windows, word, outlook and be able to use excel to set up spreadsheets.	1,2 & 3	3
• Ability to keep clear and precise records and statistics.	1,2 & 3	3
• Write clear and concise reports.	1,2 & 3	3
• Excellent decision-making skills.	1,2 & 3	3
1. Skills and Abilities – Desirable		
• None		
2. Special Knowledge – Essential		
• A sound working knowledge of the Building Regulations and allied legislation and experienced in the Building Control environment.	1,2 & 3	3



<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
2. Special Knowledge – Desirable		
<ul style="list-style-type: none"> None 		
3. Experience – Essential		
<ul style="list-style-type: none"> A Full Building Surveying Degree; with demonstrable, relevant experience, or Membership of the Royal Institute of Chartered Surveyors (MRICS) Membership of the Chartered Association of Building Engineers (CABE) or Chartered Institute of Building (CIOB). 	1,2	3
<ul style="list-style-type: none"> Must have a detailed knowledge of all aspects of the relevant legislation; the Building Act, Building Regulations and up to date construction methods. 	1,2	3
3. Experience - Desirable		
<ul style="list-style-type: none"> None 		
4. Other Requirements – Essential		
<ul style="list-style-type: none"> Self- motivated; with a desire to learn, with minimum supervision. 	1,2 & 3	3
<ul style="list-style-type: none"> Must be able to be a team member. 	1,2 & 3	3
<ul style="list-style-type: none"> Adaptable to changes in workload when necessary to do so. 	1,2 & 3	3
<ul style="list-style-type: none"> Must hold a driving licence and have use of a car or other effective transport arrangements. 	1,2	3
<ul style="list-style-type: none"> Must be dependable and prepared to meet demanding workloads. 	1,2	3
4. Other Requirements – Desirable		
<ul style="list-style-type: none"> None 		



<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
5. Equality – Essential		
<ul style="list-style-type: none">Follow the Council's approach to equality and diversity.	1,2	2
5. Equality – Desirable		
<ul style="list-style-type: none">None		