

Job Description

Compliance Practitioner (Building Control Surveyor)

Reference: 063

Date: April 2026

Job Family:	Legal and Governance / Licensing Compliance and Enforcement
Level:	2
Band:	7
Career Track:	Professional / Technical / Supervisory

Job Purpose

The postholder will undertake the full range of Building Control functions within the Area, including plan checking, inspection of building work in progress, assessment of dangerous structures, and evaluation of means of escape in case of fire. Working in support of the Area Building Control Manager, the role contributes to the Council's statutory responsibilities for protecting the health and safety of people in and around buildings. This includes ensuring compliance with the Building Regulations and associated legislation relating to structural safety, fire safety, energy conservation and access for disabled people, supporting safe, sustainable and inclusive development across the area.

Service Purpose

The Building Control Service protects the health, safety and wellbeing of people in and around buildings across Northumberland by ensuring building work complies with national legislation and required technical standards. The service supports safe, sustainable and accessible development by assessing building regulation applications, checking plans, and inspecting construction work on site. It enforces the Building Regulations where non-compliance is identified and takes action to address dangerous structures and demolition activity in accordance with statutory powers. The service also undertakes related regulatory functions, including street naming and numbering and responding to land charges enquiries, supporting wider public safety, legal compliance and property transactions.

Duties and Responsibilities

Service Delivery & Operational Tasks

- Manage a personal caseload of Building Regulation applications, including Full Plans, Building Notices and Regularisations, ensuring statutory timescales are met.
- Assess applications, identify the need for amendments and issue decision notices within prescribed time limits.

Stakeholder Engagement & Communication

- Provide professional and technical advice on Building Control matters to applicants, agents, contractors, officers, Members and the public.
- Respond to routine service enquiries in line with service procedures and quality standards.

Compliance, Governance & Risk

- Inspect building work on site at key stages to ensure compliance with Building Regulations and associated legislation.
- Investigate unauthorised developments and take appropriate enforcement or legal action to secure compliance.
- Keep up with changes in legislation and technical requirements to meet the Building Safety Regulators guidance on skills, knowledge and behaviours.
- Contribute to training and development of colleagues within the service.

Project & Programme Delivery

- Inspect and assess unsafe or dangerous buildings and structures, prepare Dangerous Building Notices and authorise emergency works where required, in consultation with senior officers.
- Check compliance with fire safety requirements relating to means of escape and liaise with the Fire Authority where necessary.

Data, Insight & Reporting

- Maintain accurate case records, inspection notes, reports and correspondence in accordance with service standards and data protection requirements.

Digital & Systems Use

- Capture, record and manage caseload and service data using ICT systems to support monitoring and reporting of Building Control activity

Strategic Input & Service Improvement

- Apply service policies, procedures and business plans, and contribute to research, investigations and assessments to support effective service delivery.

Person Specification

Professional and Technical Requirements

Qualifications

- GCSE or equivalent in 5 Subjects, including Maths and English language
- Registered Building Inspector – Class 2 or 3.

Knowledge, Skills and Experience

- Knowledge of the operational, procedural and practical requirements of a Building Control service.
- Knowledge of current legislation, regulations and standards relevant to Building Control.
- Experience working in Building Control or a closely related regulatory or construction field.
- Numerate and able to interpret building plans, drawings and technical specifications.
- Ability to produce accurate written records, including reports, case notes and site inspection records.
- IT competence, with the ability to use ICT systems to support Building Control activity and record-keeping.
- Physical capability to undertake site inspections, including working at height, in trenches or foundations, and regular travel to construction sites.

Core Competency Requirements

- **Communication:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.
- **Digital & Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community & Customer Focus:** Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Disciplined** - You follow processes, operating well within set standards, rules and guidelines.
- **Precise** - You concentrate on detail and make sure everything is accurate and error free.
- **Analytical** - You seek and analyse information to inform your decisions, based on the best available evidence.
- **Responsible** - You take ownership for your decisions. You hold yourself accountable for what you have promised.
- **Resilient** - You have inner composure, recover quickly from setbacks and learn from them.

Desirable

- A relevant professional qualification (e.g. RICS, ABE) or a degree in a related subject.
- Experience using Building Control software or GIS systems to support regulatory functions.
- Knowledge of local authority procedures or regulatory operating environments.