

JOB DESCRIPTION

Post Title: Senior Building Control Surveyor		Director/Service/Sector Place Directorate - Public Protection / Building Control	Office Use
Grade:		Workplace: Area Office in either North, South East or West	JE ref: HRMS ref: 2824
Responsible to: Building Control and Land Charges Manager		Date: April 2024	Manager Level
<p>Job Purpose: The postholder is responsible for to act as the senior member of staff within a designated geographical area of the Building Control function for the Council and to assist the Building Control Manager in all matters relating to the Building Act and related Building Regulations legislation to meet the requirements of the Council, Elected Members, the public, employees and external bodies. The postholder will be expected to assist in the provision of a Building Control Service which is able to compete successfully with private sector providers in a competitive and customer orientated environment. The postholder will service complex and complicated schemes The postholder will act as a mentor to less experienced staff</p> <p>Registration with the Building Safety Regulator The post holder falls into the requirement of having to be registered with the Building Safety Regulator as set out in Part 2A, Registration of Building Control Profession, of The Building Act 1984. Specific reference is to be made to sections 58A to 58M of The Building Act 1984 which relates to the registration of building inspectors.</p>			
Resources	Staff	Act as a mentor in regard to technical matters to less experienced professional staff.	
	Financial	Responsibility for negotiating fees for schemes outside the standard fee guidance and claiming fees on commencement of works	
	Physical	Shared responsibility for the capture, input and maintenance of data within key corporate and statutory information systems. Ensure all document management maintenance is correct and current.	
	Clients	To apply legislation in the application of the regulations which includes the safety of persons in the event of a fire, effective provision for energy use, the creation of a full accessible environment for differently abled persons and for the general wellbeing and safety of those who use the service and the general public. Assist with the development of procedures and services for public health & safety. Responsibility for the satisfaction of those who use the service. Responsibility for the safety of the general public when in and around buildings.	
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. To assist the Building Control management team in the effective running of the Building Control service to ensure that an efficient and effective standard of service is provided consistent with the performance standards adopted for implementation by the Council. 2. Plan, manage and prioritise building control caseload utilising the resources available within a designated area to deliver to performance targets and guide allocated staff involved in the provision of the building control service. 3. Play a role with the Building Control management team to develop policy and procedures, deliver strategies and training, promote e-delivery of the service, and market and promote the service to bring the service's business plans and objectives into effect. 			

4. Undertake investigations, and site assessments in response to complaints and in accordance with service standards. Establish the facts and carry out where appropriate any corrective action that may be required, ensuring the matter is satisfactorily resolved.
5. Maintain effective management and communication systems within the team including the efficient operation of IT software systems as relating to the Building Control function.
6. To implement service procedures, legal requirements and statutory guidance and other information within the service area.
7. Preparation and presentation of information on service issues for promotion purposes including material for publication, guidance and advice.
8. Taking responsibility for own caseload of complex developments and projects submitted for Approval supported by junior staff to develop their experience of more complicated caseload.
9. Provide professional advice to applicants or their agents, contractors and third parties involved in the construction process and to the general public, professionals, officers and Members in respect of all duties and requirements of the Building Act 1984 and its allied legislation.
10. Work collaboratively with internal colleagues and external contacts in order to promote effective partnership arrangements for the delivery of a quality service.
11. Serving Notices, initiating enforcement action and instructing the Council's Solicitor to take action through the courts as necessary under the Building Act 1984.
12. Liaise with internal and external consultees as appropriate in legislation matters and to ensure effective liaison with other staff in the service.
13. Co-ordinating street naming and numbering throughout the Area and delegating the process of consultation and notification to the appropriate staff.
14. To co-ordinate and undertake the inspection of unsafe buildings and structures and to prepare, issue and enforce Dangerous Building Notices. Authorise such emergency works as are necessary to deal with the immediate problem including closing highways and demolishing buildings and to ensure that the site is secured and danger to the public removed.
15. Ensure that risk assessments are conducted and that safe and healthy working practices are employed by the service team.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Frequent and regular travel to work sites, premises, area offices or training venues throughout the County.
Working patterns:	
Working conditions:	Flexi-hours apply with some requirement to attend evening meetings. Also some evening/night, early morning and weekend work occasionally at short notice. Outdoor work required in the open in all weathers when necessary

PERSON SPECIFICATION

Post Title: Senior Building Control Officer	Director/Service/Sector: Place Directorate - Public Protection / Building Control & Land Charges	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Registration with the Building Safety Regulator Registered with the Building Safety Regulator to at least, or working towards, Class 2: Building Inspector as determined by the HSE Building Inspector Competency Framework (BICoF)</p> <p>A good standard of general education demonstrating numeracy and literacy. Commitment to undertaking a degree or specialist qualifications to attain competency in all relevant building concepts and practises.</p> <p>To have in depth knowledge of all relevant standards and to understand the inter relational complexities and how they impact towards solution.</p> <p>In depth knowledge of the operational, procedural and practical issues relating to the BC service.</p> <p>In depth knowledge of current inter/national laws, regulations, policies, procedures, and developments relating to building control.</p> <p>A thorough and up to date knowledge of organisational policies, practices and procedures together with an understanding of best practice in local government BC Service.</p> <p>Demonstrates an awareness and commitment to proactive customer care and services.</p> <p>Evidence of CPD and ongoing personal development.</p>	<p>Publicity and marketing of customer focused services</p> <p>Outline knowledge of land charges practices and procedures.</p> <p>A relevant professional membership. Eg RICS or CABE</p>	(a)
Experience		
<p>Significant experience as a Building Control Officer or in a similar field</p> <p>Experience in working collaboratively with service users.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p> <p>Experience in using Google and related software applications.</p>	<p>Experience in a particular relevant specialist area of BC.</p> <p>Experience in using GIS and BC Software applications.</p> <p>Recent and relevant supervisory experience.</p>	(a) (i) (r)
Skills and competencies		
<p>Effective IT skills and able to use ICT to achieve work objectives.</p> <p>Negotiation skills and able to persuade others to an alternative point of view.</p> <p>Ability to solve complex problems and demonstrate innovation in problem solving liaising with other professionals where necessary.</p>	<p>Skilled in the use of networking, partnership & advocacy, negotiating & presentation skills.</p> <p>A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.</p> <p>Marketing skills</p>	(i) (a)

<p>Ability to accurately research in detail, technical and legal issues for own use and for the benefit of team members.</p> <p>Ability to communicate technical and complex concepts to those unfamiliar with construction practises.</p> <p>Prepares written material – reports, letters, inspection records etc that are accurate, rational, convincing and coherent.</p> <p>Can communicate effectively with the public, professionals, construction workers and other stakeholders.</p> <p>Numerate and able to understand and reason with statistics.</p> <p>Able to understand technical data, building plans and structures in depth.</p> <p>Applies a methodical and analytical approach to problem solving.</p> <p>Remains calm and logical in stressful and difficult situations.</p> <p>Models and encourages high standards of honesty, integrity, openness, and respect for others.</p> <p>Helps create a positive work culture in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated.</p> <p>Effective organisational skills</p> <p>Ability to prepare reports in connection with enforcement activities.</p> <p>Capable of adapting and responding to changing technologies and corporate and service delivery requirements.</p> <p>Ability to make complex decisions without recourse to more senior members of staff.</p>		
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Physical, mental and emotional demands

<p>Normally works from a seated position when within the office but with regular need to travel to other work locations and on site.</p> <p>In good physical health able to carry out inspections involving some physical challenge when necessary.</p> <p>Ability to work at heights or in foundations/trenches.</p> <p>Need to maintain general awareness with periods of enhanced concentration.</p> <p>Extensive contact with public/clients on complex issues.</p> <p>Ability to work under pressure and recognise stress in self and others.</p> <p>Frequent contact with public/members/partners in day to day work and conflict resolution.</p> <p>Visual attention for prolonged periods when conducting inspections, driving, during meetings & training.</p> <p>Visual attention and mental concentration for extended periods daily when;</p>		<p>(t)</p> <p>(p)</p>
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<p>for example, reading incoming post; compiling and writing reports; using a PC for data entry or writing; reading and digesting legislation, documents, reports, technical advice; and checking work.</p> <p>Mental demands in balancing and prioritising a number of work activities or cases which may be going on simultaneously and with frequent interruptions from work colleagues, staff, members of the public, businesses and others in the form of face to face meetings, telephone calls, emails, personal callers.</p> <p>Mental demands in balancing and prioritising conflicting work demands arising daily from deadlines, unexpected reactive work, demands from government agencies or others.</p> <p>Emotional demands in dealing with individuals in connection with service matters who do not exhibit normal rational behaviour which result in a 'request for service' and are unpredictable or unwilling to accept alternative points of view.</p>		
Other		
<p>To work across services the authority and to develop new methods of working to provide the most efficient services possible.</p> <p>Full driving licence</p> <p>Able to undertake evening/night, early morning and/or weekend work occasionally at short notice where required.</p>		<p>(q) (i) (a)</p>

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits