

JOB DESCRIPTION and PERSON SPECIFICATION

Post Title:	Building Control Surveyor
Service Area:	Leisure & Regulatory Services
Reports to:	Building Control Partnership Team Leader
Scale:	6

Overall Purpose

- To provide and promote a high quality, accessible and customer focussed value for money Building Control service throughout the district.
- To positively contribute in providing and promoting a high quality, cost neutral, accessible, responsive and customer focussed value for money Building Control service.

Key Roles, Tasks and Responsibilities

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1.	To examine deposited plans to ensure compliance with the Building Regulations and associated legislation and to approve, return for amendment or refuse such plans within statutory time limits and service standards.
2.	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.
3.	To keep detailed, comprehensive and up to date electronic records.
4.	To undertake necessary inspections on dangerous structures and to report back to the Building Control Manager in order that the appropriate action can be taken to ensure that the danger is removed (out of normal hours working may be required in cases of emergency).
5.	To inspect buildings intended to be demolished in accordance with agreed Council policies.
6.	To assist with training of new or less experienced staff
7.	To investigate and consider 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.
8.	To assist in the preparation of monthly statistics as required for housing returns purposes.
9.	To help identify and assist on matters of continuous improvement within the Service.
10.	To take a lead role in branding, marketing and advertising the Building Control service.
11.	To keep records of Continued Professional Development in accordance with the terms and conditions of membership of the relevant professional body.
12.	To report back to the Building Control Partnership Team Leader or Manager on all aspects of work relating to Building Control when requested to do so.
13.	To undertake further training as and when required so as to help grow Building Control's market share and income levels.
14.	To assist the Building Control Manager in dealing with service related complaints.

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15.	Promote and adhere to the Council's Equal Opportunities Policy.
16.	To comply with the Health and Safety at Work Act at all times as outlined in Blaby District Council's Health and Safety Policy.
17.	To undertake any designated duties under the County Council or District Council Emergency Plan.
18.	Any other duties that may be assigned to the post by the Building Control Partnership Team Leader or Manager or Leisure & Regulatory Services Group Manager.

Post Characteristics	
Qualifications, -Desirable experience	Construction related degree/diploma or HNC in Building Studies or equivalent along with relevant site experience.
Allowances	Essential car allowance, mobile phone
On call/emergency situations	Yes Dangerous buildings
Politically restricted posts	No
Checks (DBS/Baseline security check)	No

Health and Safety Responsibilities -	
1.	<p>Compliance with the Health and Safety policy is the responsibility of all staff.</p> <p>All staff are responsible for the effective implementation of the Council's Health and Safety Policy and procedures within their Services and should report any corporate or significant issues to a Director.</p> <p>Staff should be familiar with and at all times comply with:</p> <ul style="list-style-type: none"> the Council's general health and safety policy, the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and Local department specific health and safety procedures as amended or added to from time to time.
2.	Further Health & Safety information related to this post will form part of your Contract of Employment

Emergency Planning/Response Responsibilities	
	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents

Job Description Details	
Reviewed by:	Building Control Partnership Manager
Latest Version Date:	January 2021
Job Evaluation:	A1269

PERSON SPECIFICATION

Job Title Building Control Surveyor

Group Leisure & Regulatory Services

Division Building Control Partnership

Date Updated January 2021

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Knowledge</u>		
<ul style="list-style-type: none"> A detailed and comprehensive knowledge of building construction, the Building Regulations and associated legislation. 	E	3,4
<ul style="list-style-type: none"> An understanding of all Acts, Statutory Instruments and guidance documentation associated with the Department's functions. 	E	3,4
<ul style="list-style-type: none"> Commercial awareness and knowledge of marketing Building Control. 	E	3,4
<u>Skills/Abilities</u>		
<ul style="list-style-type: none"> High and proven written and verbal communication skills 	E	3,4,5
<ul style="list-style-type: none"> High and proven interpersonal skills 	E	4,5
<ul style="list-style-type: none"> Have the ability to communicate in a clear and concise manner with a wide range of people. 	E	4
<ul style="list-style-type: none"> Excellent customer care skills. 	E	3,4
<ul style="list-style-type: none"> Good computer literacy, able to work with word processing, spreadsheets, databases and similar software solutions. 	D	4
<ul style="list-style-type: none"> Able to adapt to change, meet deadlines, prioritise workloads whilst maintaining accurate records. 	E	4
<ul style="list-style-type: none"> Be able to make an effective contribution to the competitive position of Local authority Building control. 	E	4
<ul style="list-style-type: none"> Ability to travel to numerous sites for visits and traverse across sites and climb ladders and 	E	3,4

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work at heights.		
Criteria	Essential (E)/ Desirable (D)	Method of Assessment
<u>Experience</u> <ul style="list-style-type: none"> Minimum 5 years in a Building Construction related environment. Experience and ability to undertake enforcement procedures. Experience of promoting and marketing a Building Control Service. 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. 	<p>D</p> <p>E</p> <p>D</p> <p>E</p>	<p>3,4</p> <p>3,4</p> <p>3,4</p> <p>4</p>
<u>Qualifications/Training</u> <ul style="list-style-type: none"> An appropriate Degree or Diploma in Building Surveying or HNC in Building with relevant site experience. 	<p>D</p>	<p>5</p>
<u>Other</u> <ul style="list-style-type: none"> Self motivated. Positive and flexible attitude to dealing with change. Committed to continuous improvement Ability to innovate A full driving licence 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>5</p> <p>4</p> <p>4</p> <p>3,4</p> <p>5</p>

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence