



Job Description:

Assistant Building Control Surveyor

Department: Building Control

Job Title: Assistant Building Control Surveyor

Job Grade: 2-6

Responsible to: Building Control Development Manager

Responsible for: N/A

Main Purpose of the Job:

To assist in the effective delivery of the Building Control function and contribute towards the objectives of the Partnership.

Undertake training and receive instruction in all Building Control and administrative matters so as to become a competent practising Building Control Surveyor, ensuring that appropriate buildings meet the regulatory standards in safety, sustainability, accessibility and design.

To initiate and assist with enforcement action to ensure delivery of the Partnerships obligations under the Building Act and associated legislation, whilst working within a highly competitive market.

To ensure a strong and efficient performance culture with a focus on service excellence and customer satisfaction.

Major Duties and Responsibilities:

Support the Partnership and Team Leaders by:

1. Inspect and check deposited plans and associated supporting information for compliance with current Building Regulations, Building Act 1984 and allied legislation, enforcing the Partnerships requirements. Preparing schedules of matters requiring attention, arranging amendments to be made as necessary and recommending approval or rejection of deposited plans
2. Undertaking statutory and other site inspections in connection with Full Plans and Building Notice applications deposited with the Partnership under current Building Regulations and powers set out in the Building Act 1984, keeping all necessary records of such visits.
3. Assist to Investigate and control demolition, dangerous structures, contraventions and unauthorised works to ensure compliance with the appropriate legislation and the Partnerships obligations under the Building Act 1984. The post holder will notify the Building Control management team of actions taken whilst compiling reports on continuing work.

4. Assist in instructing Fire and Rescue Service, Police, supporting agencies, public and contractors following a dangerous structure callout. Undertaking immediate and accountable decisions for the health, safety and welfare of the community, owners and contractors.
5. To initiate and assist with enforcement action to ensure delivery of the Partnerships obligations under the Building Act and associated legislation.
6. Liaise and/ or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach and service delivery.
7. Provide technical administrative duties to support the Building Control service ensuring the correct and timely processing of Building Regulation applications in accordance with policy and statute and ensuring all necessary records are maintained and accurate in line with the Partnerships Document Management Policy.
8. Provide an excellent front line customer service, dealing with enquiries at all levels promptly, efficiently and courteously whilst ensuring accuracy.
9. Actively pursuing personal development of skills and knowledge necessary for effective performance in the role, for the Team, Service and the Partnership.
10. Respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/or end of the day. Additionally, on occasions, out of hours working may be required by agreement.
11. Providing support to all services within the Partnership as required and directed.

NB: The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by the section head or his/her representative.

Person Specification

	Requirement	Essential or Desirable
Qualifications	<ul style="list-style-type: none"> Working towards or educated at degree level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level. 	Essential
	<ul style="list-style-type: none"> Member of a relevant professional body such as RICS, CABE or equivalent 	Desirable
Knowledge	<ul style="list-style-type: none"> Demonstrate knowledge of the construction industry, methods, techniques and materials 	Essential
	<ul style="list-style-type: none"> Strong knowledge of Building Regulations, procedures and associated Building Control functions offered by a Local Authority 	Essential
	<ul style="list-style-type: none"> Demonstrate a good understanding of local government services and procedures 	Desirable
Experience	<ul style="list-style-type: none"> Experience of working within the construction industry in any of the various trades or professions 	Desirable
	<ul style="list-style-type: none"> Experience of providing high standards of customer service across a range of diverse activities 	Desirable
Skills & Competencies	<ul style="list-style-type: none"> Highly effective written and oral communications skills with the ability to maintain accurate records. 	Essential
	<ul style="list-style-type: none"> Technically competent individual who demonstrates logical methods of working, shows attention to detail and provides clear professional advice 	Essential
	<ul style="list-style-type: none"> Ability to understand architects plans, compile reports and records and undertake site inspection work. 	Essential
	<ul style="list-style-type: none"> A range of good ICT skills including efficient keyboard use to produce own correspondence, email management, data input and use of relevant office programmes and software. 	Essential
	<ul style="list-style-type: none"> Good interpersonal/ people skills, self-motivated and a productive team player. 	Essential
	<ul style="list-style-type: none"> Ability to work on your own initiative with minimal supervision. 	Essential
	<ul style="list-style-type: none"> Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence 	Essential
	<ul style="list-style-type: none"> Able to influence in a positive manner and support others with new ways of working to ensure business objectives are achieved. 	Desirable

Character	<ul style="list-style-type: none"> • Energetic and driven individual that demonstrates a solid work ethic. 	Essential
	<ul style="list-style-type: none"> • Ability to work independently as well as part of a team. 	Essential
	<ul style="list-style-type: none"> • Ability to maintain good working relationships with stakeholders at all levels, representing the Partnership in an effective and professional manner. 	Essential
	<ul style="list-style-type: none"> • Committed to continuous personal development. 	Essential
	<ul style="list-style-type: none"> • Confident and self-motivated with an aptitude to think laterally. 	Desirable
	<ul style="list-style-type: none"> • Confidence to challenge how things are done and offer solutions or alternatives in a constructive and personable way. 	Desirable
	<ul style="list-style-type: none"> • Commitment to the organisation's aims and values for equal opportunities 	Essential
Availability / Locality / Mobility	<ul style="list-style-type: none"> • Full driving license and own vehicle suitable for use at work 	Essential
	<ul style="list-style-type: none"> • Ability to work in various locations which will require the post holder to work on sites across rough terrain, climbing ladders and entering trenches 	Essential
	<ul style="list-style-type: none"> • Flexibility 	Essential

Reviewed and revised: January 2019

To be reviewed: January 2020