

JOB DESCRIPTION

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| Job Title | Building Control Surveyor (Qualified) | Post Number | BC785, BC407 |
| Grade | GR08 | Service Area | Building Control Partnership |
| Special Conditions |  | Additional Benefits | Essential Car User Allowance |
| Authorised by | Director of Planning and Infrastructure | Date | November 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | To carry out the Building Control functions of the South Worcestershire Building Control Partnership within the Partnership boundaries. To assist in the day to day organisation and administration of the Building Control Team and to deputise for the Senior Surveyors as required. |
| Responsible for demonstrating commitment to delivering the Councils’ values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Principal Building Control Surveyor (Team Leader) |
| The postholder supervises: | Trainee Surveyor (as appropriate) |

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| Key Accountabilities (All accountabilities will be carried out in line with the Councils policies, procedures and relevant regulations and legislation) | |
| 1 | To examine Building Control applications and determine their outcome in the light of relevant Building Regulations and related Acts, to carry out negotiations with applicants and relevant professional agencies and negotiate with professional Agents and Applicants. |
| 2 | To record construction details and inspections of work carried out under The Building Regulations. |
| 3 | To assist and advise the general public, elected members, applicants, agents and developers on Building Regulations and associated legislation including technical requirements and fees for potential applications. |
| 4 | To consult and negotiate with other sections, directorates within the participating authorities and other interested bodies to ensure compliance with statutory and other requirements. . |
| 5 | To investigate unauthorised work and take appropriate action. |
| 6 | To prepare and act as Expert Witness in cases of prosecution under the  Building Regulations. |
| 7 | To investigate, report on, and organise emergency action where necessary  in connection with dangerous structures. |
| 8 | To participate in the Partnership Emergency Call Out Scheme. |
| 9 | To advise on demolition work under the Building Act 1984. |
| 10 | To liaise with the Fire Authority on applications in relation to the Building Regulations, the Regulatory Reform (Fire Safety) Order 2005 and other Relevant legislation. |
| 11 | To assist in the training of surveyors and support staff as required. |
| 12 | To keep up to date on new legislation, construction methods and materials. |
| 13 | To assist with the promotion of the service and Local Authority Building Control. |
| 14 | To assist in the development of IT systems within the Partnership. |
| 15 | Any other duties required by the Council in line with the grading of the post. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.



KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Fully qualified to RICS CABE or equivalent | E |  |
| Ability to travel throughout the District to rural areas where Public Transport may be limited. | E |  |
| Management or Leadership Qualification |  | D |
| Registered with the Building Safety Regulator at class 2 or above | E |  |

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| Experience | Essential | Desirable |
| Full range of experience within the Construction Industry | E |  |
| Experience and demonstrable knowledge of Building Legislation. | E |  |
| Building Control experience which includes plan checking, site inspections, Dangerous Structures and Demolition. | E |  |
| Experience of quality systems such as ISO 9001 |  | D |
| Marketing Local Authority Building Control Services |  | D |

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| Skills Required | Essential | Desirable |
| Excellent communication skills (written/oral). | E |  |
| Ability to undertake site visits which may involve activities such as climbing ladders/operating in confined spaces. | E |  |
| Well organised and ability to handle a variety of tasks at any time. | E |  |
| Ability to positively respond to change and seek new and improved ways of working. | E |  |
| Computer literate and experience/knowledge of Building Control systems and procedures. | E |  |
| Demonstrates knowledge/ awareness of other linked legislation. | E |  |

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| Behaviours | Essential | Desirable |
| Committed to customer care | E |  |
| Team worker with ability to work on own initiative. | E |  |
| Aptitude for continuous learning, quick to understand and grasp new ideas. | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.