

Job Description

Job Title: Assistant Building Control Surveyor
Department: Planning, Transport & Development.
Division: Sustainable Growth & Opportunity
Business Unit: Building Control

Grade: PO1-3 (Link graded – progression based upon annual assessment)
Responsible to: Principal Area Surveyor

Responsible for: N/A

Main purpose

Undertake examination and inspection of Building Regulation submissions, plans and site works to ensure compliance with the Building Regulations, London Building Acts and other associated legislation, with assistance as required on more complicate works

To undertake the qualification in specialist technical area with immediate effect after the probationary period has been completed.

Key Unit Accountabilities

- 1 Undertake a personal case load of Building Regulation submissions, including the site inspection and examination of compliance with relevant building control legislation, including the Building Act and Regulations, and the London Building Acts. This will include:
 - Plans examination
 - Preparation and authorisation of letters
 - Inspection of work on site
 - Enforcement, including attendance at court, and
 - The maintenance of records
- 2 Ensure that applicants are aware of any statutory requirements affecting their proposals.
- 3 Advise builders, architects, surveyors and other clients on the design of projects that you have been informed you can deal with.
- 4 Appraise and check fire safety provisions and means of escape to ensure the application of appropriate standards and ensure that statutory consultation with agencies is carried out as necessary. Where appropriate consult with the Fire Surveyor on more complex schemes.
- 5 Work with and report on matters relating to the activities of other sections, as required, including development Control, Regulatory Services and Environmental Health
- 6 Contribute to the development and implementation of service delivery and quality initiatives whilst promoting the Building Control service during normal contacts with building professionals.

- 7 Assist in providing information to allow responses from enquiries on Building Control matters from Councillors, MP's, and other of legitimate interest and to take appropriate action. Respond directly to the public and clients in relation to works that you have a direct involvement with.
- 8 Ensure that the provisions of Health and Safety at work are fully implemented in all working practices.
- 9 To obtain the qualification in a specialist technical area relating to Building Control.

Additional duties for PO2 grade

- 10 Advise builders, architects and other clients on the design of detailed and larger projects and fees in relation to relevant legislation.
- 11 Contribute to the development of service delivery of marketing and quality initiatives.
- 12 Work with and report on matters relating to the activities of other sections, as required, including Development Management, Regulatory Services, Environmental Health and Local Land Charges, including progressing enforcement cases to conclusion.
- 13 Participate in any action required in the event of the Authority's Civil Emergency Plan been activated, or when dealing with demanding Dangerous Structures cases. Such cases may require working outside normal office hours in exceptional circumstances.
- 14 Responsible for checking a range of building control applications, for compliance with relevant legislation for the purposes of issuing a completion certificate.

Additional duties for PO3 grade

- 15 Contribute to the development and implementation of service delivery of marketing and quality initiatives.
- 16 Appraise and check fire safety provisions and means of escape to ensure the application of appropriate standards and/or codes of practice and ensure that statutory consultation with external agencies is carried out as necessary.
- 17 Appraise dangerous structures as requested by Senior Structural Engineer or Building Control Manager and advise on appropriate remedial action. Participate in any action required in the event of the Authority's Civil Emergency Plan been activated, or when dealing with demanding Dangerous Structures cases. This may require working outside normal office hours

Generic Responsibilities

Duties expected to be undertaken by all council employees:

- To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy.
- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships.
- To actively promote and uphold the Council's code of conduct, FRESH values, priorities and service standards.
- To undertake other duties appropriate to the grade as directed by management.

Dimensions

Staff Management responsibilities

- The Assistant Building Control Officer has no formal management responsibilities.

Budgetary responsibilities

The Assistant Building Control Officer has no formal budgetary responsibilities.

Other

- The post holder may be prepared to work outside of normal hours, including attending evening meetings.
- The job holder's decision making authority is determined by Council policy and procedures.

PERSON SPECIFICATION

Job Title: **Assistant Building Control Surveyor – PO1 – PO3**

It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the shortlisting Criteria marked.

You should expect that all areas listed below will be assessed as part of the interview and assessments process should you be shortlisted.

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| <p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a 'Ticks' (✓) on the person specification when you complete the application form.</p> | | | <p>Shortlisting Criteria</p> |
| <p>Qualification</p> | <p>Q1</p> | <p>At scale PO1 : Working towards a degree or HNC in building, building surveying, civil or structural engineering and relevant post qualification experience, or able to demonstrate a comparable level of knowledge and skills obtained through relevant experience.</p> | <p>A ✓</p> |
| | <p>Q2</p> | <p>Additional for PO3: Appropriate professional qualifications and full membership of MRICS, MEng, MICE, MStructE, RIBA or MIFireE.</p> | <p>A ✓</p> |
| | <p>Q3</p> | <p>Eligible for persons who are Associate Membership of the Royal Institute of Chartered Surveyors, ABE, Institute of Structural Engineers.</p> | |
| <p>Key Knowledge</p> | <p>K1</p> | <p>Knowledge and ability to provide advice and assistance on building control applications and enforcement</p> | <p>A ✓</p> |
| | <p>K2</p> | <p>Knowledge and understanding of the main legislation including the London Building Acts, Building Act 1984 and the Building Regulations.</p> | <p>A ✓</p> |

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| | K3 | Detailed knowledge of the following areas: <ul style="list-style-type: none"> • Building work in general • Supervision of building works on site • Fire safety and means of escape from buildings | A ✓ |
| | K4 | Ability to handle a range of applications / projects simultaneously to meet conflicting demands and objectives. | A ✓ |
| | K5 | Additional for PO2: Detailed knowledge and relevant qualification in two of the areas listed in K3: | |
| | K6 | Additional for PO3: Detailed knowledge and relevant qualification in three of the areas listed in K3: | |
| Relevant Experience | E1 | Experience in relevant building, construction or engineering environment | A ✓ |
| | E2 | Experience of examining plans for compliance with the Building Regulations | A ✓ |
| | E3 | Experience of handling plans up to an intermediate standard agreed with the manager without immediate close supervision | A ✓ |
| | E4 | Lead on negotiation with senior professional, including local authority officers, builders and developers, architects, etc., on scheme and applications whilst being supported by a senior member of staff | A ✓ |
| | E5 | Additional for PO2: Experience of handling and/or leading on more complex plans and applications, and/or project-related work, without immediate close supervision. (This may include, for example, large scale commercial developments). | A ✓ |
| | E6 | Experience in participating in a dangerous structure's rota | |
| | E7 | Additional for PO3: Experience of leading negotiations with senior professionals, including local authority officers, builders and developers, architects, etc. on schemes and applications. | A ✓ |

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| | E8 | Experience preparing robust and defensible case files and progress enforcement cases to enable legal services to be instructed | |
| Key Behaviours- | | Focuses on People Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place. | A ✓ |
| | | (Additional for PO2) Takes Ownership Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. | A ✓ |
| | | (Additional for PO3) Works Collaboratively Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. | A ✓ |
| | | Communicates Effectively Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. | |
| | | Focuses on Results Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better | |