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| **JOB DESCRIPTIONH:\Marketing\BCS Logo\building-control-logo without wording.jpg** |  |

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| **Service Area: Place Based Services** | **Section / Team : Building Control Solutions** |
| **Post Reference No:** | **Location: Shute End, Wokingham** |
| **Job Title: Principal Building Control Surveyor** | **Grade/Salary Range: As per Career Grade Structure** |
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| **JOB PURPOSE** | |
| **To ensure that new, extended and altered buildings satisfy the minimum standards of the Building Regulations and associated legislation relating to health & safety, conservation of fuel & power and access for disabled people.**  **To be responsible for Building Control duties in an area of the shared service. Ensuring an efficient and cost effective Building Control Service is maintained to the public, applicants, agents and other professional bodies and local authorities.**  **The effective implementation of the Building Control function as part of an area team and the enforcement of Building Regulations and Acts relating to building construction, to ensure a satisfactory standard of works and compliance with Building Control law throughout the shared service in accordance with policy aims and objectives, business plan and marketing strategy.**  **To undertake plan checking and site visits to ensure the correct procedures are being maintained by builders, contractors, applicants and agents.**  **To ensure the effective provision of advice to users of the service in respect of Building Control procedures and processes.**  **To ensure the effective operation of the Building Control Systems and procedures to ensure that Building Control Solutions meets the requirements of its service charter and agreed performance indicators.**  **To ensure service targets are achieved in accordance with the approved Quality Management System conforming to the ISO: 9001:2015 standard.** | |

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| **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE** |
| **The Place Based Service has four teams, each headed by a Service Manager who reports to the Assistant Director for Place Based Services. This post is in the Building Control Solutions shared service headed up by the Head of Service – Building Control Solutions.**  **The post holder will report to a Building Control Team Manager who is responsible to the Head of Service.** |

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| **MAIN DUTIES AND RESPONSIBILITIES** |
| **To promote equality as an integral part of the role and to treat everyone with fairness and dignity.**  **To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures / rules that apply to this role.**  **Under the overall direction of the Head of Service and Team Manager plan, implement and monitor actions and initiatives to improve the performance of the Building Control Service and ensure its effective, efficient and**  **competitive operation.**  **Manage a personal caseload of Building Control applications involving large scale, controversial or sensitive applications, ensuring that they are dealt with efficiently, speedily and professionally within statutory guidelines, Shared Service KPIs and corporate standards.**  **Responsibility for all Building Regulation applications within an area of the shared service, and to assist other members of the team during periods of high workload. Approximately 2500 applications a year across the shared service.**  **Provide pre‐application advice on developments, particularly those that are large scale, involve poor ground conditions or unusual forms of construction.**  To work as part of the Building Control Solutions team to achieve the corporate objectives affecting Building Control Solutions.  To check complex Building Control applications to assist in achieving compliance with Regulations and aid builders. Checking full plan, building notice, initial notices and regularisation certificate applications, to ascertain their compliance with the Building Regulations, associated legislation and codes of practice.  **To ensure that applications are checked against the requirements of the regulations in a timely manner as directed by the sections performance target reviewed from time to time. Making certain that Building Control applications are dealt with efficiently, speedily and professionally within statutory deadlines, audit commission performance indicators and service targets and corporate standards. Identifying and dealing with all statutory consultations and liaison with external structural consultants. Ensure that decisions on applications are made within the statutory period.**  **Check, assess and analyse basic structural calculations and details submitted with applications and Building Notices.**  **Monitor the workload and service standards provided by surveyors/consultants checking structural calculations submitted with Building Regulation applications.**  **To perform site inspections at all relevant stages of work to ensure compliance with the Building Regulations as detailed in the building control policy. Undertake site inspections on a daily basis relevant to the application submitted and maintain adequate records in accordance with ISO:9001 and to ensure the efficient operation of Building Control Solutions. Liasing with builders and owners to ensure materials, construction practices etc. comply with all current legislation and codes of practice.**  **Undertake enforcement procedures, with legal services if required, to achieve compliance. Investigating and preparing reports of unauthorised works and taking relevant enforcement action in accordance with QA System working procedures. To attend Court as and when necessary to provide Council’s evidence in court proceedings. To prepare proof of evidence and attend proceedings as a professional witness.**  To consult with internal and external bodies as appropriate and communicate with applicants and agents regarding their submissions.  **To assist in the education, training and gaining of experience of all team members. Development and training of less experienced and qualified staff on all aspects of the building control function, when designated.**  To provide technical advice and interpretation on all matters concerning the Building Regulations and associated legislation to both internal and external clients.  **To undertake reasonable action to protect the public from dangerous structures and demolition work, including participation in an out of hour’s emergency response service. Participate in the out of hours call out service for dangerous structures, to ensure professional advice is available to the emergency services and the community as a whole 24 hours a day 7 days a week.**  **Issue and monitor Scaffold/Hoarding licenses and Demolition Notices to meet statutory requirements.**  **Deal with Initial Notices submitted by Approved Inspectors.**  **To actively promote Local Authority Building Control. Able to market and promote the Building Control Service in order to secure major projects. Must have a good knowledge and appreciation of the competitive issues facing Building Control and the ability to develop customer orientated initiatives for Building Control Services.**  **To represent the Authority on Corporate/External working groups etc.**  To take reasonable care for the health and safety of yourself and other persons who may be affected by your actions, or omissions, at work.  Residual Responsibilities  Such other responsibilities comensurate with the postholder’s qualifications, grade and experience as may be assigned by the Team Manager or the Head of Service. |
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| **SCOPE OF JOB (Budgetary/Resource control, Impact)** |
| **To implement the Council's Building Control Policy Document to insure as far as possible that compliance with the Building Act and Building Regulations is achieved across the shared service.**  **To achieve the performance targets detailed in the Building Control Performance Management scheme.**  **Regular contact with officers of the Authority at all levels, Council Members, other Local Authorities, statutory bodies, members of the public, applicants, agents, building contractors and the emergency services. To ensure a high quality, best value service is developed and maintained in competition with the Private Sector Building Control Bodies.**  **High levels of possible conflict situations with service users, requiring appropriate people management skills to deal with difficult situations.**  **Working on own caseload within an area team reporting to the Team Manager.**  **Ability to make professional judgements in respect of compliance with Regulations and allied legislation, which often have far reaching effects and potentially serious financial/ health and safety implications.**  **Must have the ability to make ‘ on the spot decisions ‘ whether the building work should continue or not, or whether they are dangerous, both under pressure.**  **Must have financial awareness skills, as the service has a statutory responsibility to be self sufficient and self financing over a three year rolling period.** |

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| **PERSON SPECIFICATION** | | | |  | |
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| **Job Title: Principal Building Control Surveyor** | **Service Area: Building Control Solutions** | | | | | | |
| **Reports to (job title): Building Control Team Manager** | **Post Reference No:** | | | | | | |
| \* E = Essential Criterion (required at point of recruitment) D = Desirable Criterion (can be developed over time) | | | | | | |  |
| **KEY CRITERIA \* E/D ?** | | |  | | **CONTEXT (How the criterion will be used in the job)** | | |
| **Qualifications and Experience**  **Degree in Building Surveying or suitable equivalent**  **A professional qualification to corporate member level with the Royal Institution of Chartered Surveyors or the Chartered Association of Building Engineers. MRICS, MCABE, MCIOB.**  **Evidence of continual professional development.**  **Validated as competent for fire safety in Higher Risk Buildings (by either a UKAS accredited organisation, Engineering Council or other accredited body).**  **Achieve by assessment LABC Level 6 Competency.**  **Experience of working in a building control office at a senior position with responsibility and performance monitoring of staff.**  **Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner.**  **Significant experience working within the Building Control profession with established interaction with other disciplines**  **Proven track record work in providing expert advice throughout projects across all sectors from design until completion including intervention where there is a non-compliance and/or conflict on site.**  **Coaching of less experienced staff, providing advice and guidance on all Building Control areas.**  **Experience of working on corporate projects.**  **Experience of the introduction of new ways of working to improve efficiencies and /or customer experience.**  **Competent at risk assessing dangerous structures and instigating emergency work to secure the safety to residents and public.** | | **E**  **E**  **E**  **D**  **E**  **E**  **E**  **E**  **E**  **E**  **D**  **E**  **E** |  | | | | |
| **Knowledge**  **Extensive knowledge of current building regulations and associated legislation. Minimum 5 years working experience.**  **5 years working knowledge on a variety building uses including large complex non-domestic building projects.**  **Knowledge of wider Council working.**  **Up to date knowledge of the changes in construction methods, materials and legislation.**  **Competent in interpretation of fire engineering reports and in the appointment of experts to provide a third-party view on a complex situation.**  **Proven track record work in providing expert advice throughout projects across all sectors from design until completion including intervention where there is a non-compliance and/or conflict on site.**  **Competent to make delegated decisions in the determination of applications and approval of work on site.**  **Competent application of Building Control legislation including the enforcement process.**  **Competent to make delegated decisions in the determination of applications and approval of work on sit** | | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |  | | | | |
| **KEY CRITERIA** | | **E/D ?** | CONTEXT (How the criteria will be used in the job ) | | | | |
| **Skills and Abilities**  **Demonstrable ability to interpret and assess complex plans and check for compliance with the Building Regulations and recommend amendments.**  **Highly developed organisational skills and time management skills.**  **Ability to work as part of a team.**  **Assertive with the ability to influence people and negotiate amendments.**  **Ability to think creatively and solve problems.**  **Ability to accept and drive through change.**  **Excellent organisational skills.**  **Excellent customer service skills.**  **Ability to sell the service and maintain customer satisfaction.**  **Ability to use Email and Outlook and to use a web browser to access information.**  **Knowledge of, and willingness to use computer systems i.e. Microsoft Word, Electronic Document Management System and IT Databases.**  **Good ICT skills including use of Microsoft applications and specialist systems such as viewing technical drawings. Ability to work paper free and to maintain good electronic records.** | | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |  | | | | |
| **Work-related Personal Qualities**  **Must be focused on the needs of the services’ customers.**  **Ability to work within a team of other professional staff and be able to make complex decisions of a technical nature.**  **Experience of managing work and providing guidance to junior members of staff in managing complex caseloads.**  **Required to monitor and co-ordinate individual performance and a willingness to develop skills and abilities.**  **Good verbal and written communication skills. Ability to communicate and apply knowledge at all levels, verbal and written with a wide range of contacts from professionals to the general public. Able to negotiate with wide range of customers and explain complex technical / legal issues to non-technical customers.**  **Ability to prioritise and manage own workflow within a discrete portion of the authority’s district.**  **Must demonstrate a commitment to quality and continuous improvement.**  **Must be willing to work with computer systems.** | | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |  | | | | |
| **Other Work-related Requirements**  **Experience of effective partnership working. Working with a range of stakeholders.**  **Clean Driving Licence and use of a vehicle for business use.**  **The ability to carry out site visits e.g., traverse uneven ground and climb ladders.**  **As the role is customer-facing, the ability to converse at ease with customers and provide technical and other advice in accurate spoken English.**  **Able to work from home.**  **Able to work occasional unsociable hours.** | | **E**  **E**  **E**  **E**  **E**  **E** |  | | | | |