

## ROLE DESCRIPTION

<b>Role title</b>	Building Control Surveyor.		
<b>Directorate</b>	Climate and Place		
<b>Reporting to</b>	Principal Building Control Surveyor		
<b>Grade</b>	Grade 9		
<b>Evaluation ref;</b>	SCG1415	Job Family Ref:-	
<b>Role purpose</b>			
<p>The purpose of this role is to ensure the organisation meets its statutory duty of enforcing the Building Regulations. This could be applicable to all types of construction projects, as well as taking appropriate action of dangerous structures and proposed demolition works.</p> <p>The role must be undertaken by Registered Building Inspectors (licensed profession) and contributes to the organisation goals of ensuring a safe and thriving built environment.</p>			
<b>Key results area</b>	<b>Accountability</b>		
Technical Specialisms and Complex Problem Solving	<ul style="list-style-type: none"> <li>Registered Building Inspectors (licensed profession) must carry out the required functions principally those of plans examination; inspection of works in progress and control of demolitions and dangerous structures; all in accordance with the proper discharge of the Council's duties and powers under The Building Act 1984 and other allied legislation.</li> <li>Working at a mostly independent operating level, with the autonomy to undertake complex assessment using professional judgement. Being aware of consequences for professional error to ensure safety of occupants.</li> <li>This role will require key life safety decision making skills and technical expertise to ensure buildings are safe and compliant for occupants.</li> <li>Work on all project types within the Class 2 (minimum) limitations outlined in the requirements of the Building Safety Act.</li> <li>They must represent the authority to ensure that new building developments and alterations to existing buildings, including residential, industrial, retail, schools, hospitals, theatres, and sports establishments meet the requirements of Building Regulations and provide a fire safe, healthy, and safe environment for persons in and about those buildings.</li> <li>Provide supervision and support junior members of staff with technical expertise to ensure compliance is achieved and the service is meeting its statutory obligation.</li> <li>In the case of potentially dangerous structures, attend emergency callouts 24/7/365 for immediate response to requests from Emergency Services, determine the scale and nature of emergency measures to</li> </ul>		

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	<p>make them and the public safe including issuing Statutory and demolition notices.</p>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.</li> <li>• Deliver the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.</li> </ul>
Delivery of Statutory Duties	<ul style="list-style-type: none"> <li>• Ensure the service meets the key performance indicators outlined in the Operation Standards Rules (Building Safety Regulator).</li> <li>• Take responsibly to ensure they are working in line with the Registered Building Inspector's Code of Conduct and demonstrating the required competence level of the Building Inspector Competence Framework.</li> <li>• Ensure the services meets the statutory duties of enforcing the Building Regulations, as well as applying appropriate legislation around dangerous structures and demolitions to ensure public safety.</li> <li>• Have a clear technical understanding of the relevant legislation and associated enforcement powers. Be able to apply this, and also be able to represent the authority by supporting the management team in formal enforcement cases.</li> <li>• Undertake statutory consultations where required under the Building Act 1984 and other associated legislation.</li> <li>• Failure to meet statutory duties may result in a severe sanction for the individual and organisation. Professional conduct and competence must be adhered to at all times.</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• They must maintain exceptional customer service, working closely with the Business Support team and other Council services to promote and market the service and secure work contracts, and recruit and maintain new clients and business partners in a competitive market.</li> <li>• Be responsible for being account managers for external stakeholders and service users. Do what is required to meet their service user needs, to encourage repeat custom.</li> <li>• Manage the ultimate balance of providing a competitive service for users, and also ensuring the highest level of compliance so the statutory requirements are met.</li> <li>• Follow procedures in line with the demands of the Operational Standards Rules and other Quality Management Systems – ISO 9001.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Contribute to the delivery of the service needs, ensuring both individual and team responsibilities are met by adhering to the key performance indicators set by the service and Building Safety Regulator.</li> <li>• Expected to provide a competent and responsive service on allocated case load, to ensure key performance indicators and other targets are met for service users.</li> <li>• Provide bespoke fee quotes on non-complex projects using guidance from the management team where required.</li> <li>• Provide an effective service to help market the Building Control Service to attract additional business to help support the self-financing needs. Develop close working relationships with customers to help in retaining their business in the future.</li> <li>• Ensure professional and corporate responsibilities are met by enforcing appropriate legislation to mitigate risk to the service and organisation.</li> <li>• To comply with the Council's Health and Safety at Work policies and understand reasons for on-site safety i.e. protective clothing, scaffold, ladder and deep excavation safety and any other duties as may, from time to time, be assigned by the Manager.</li> </ul>
Professional Responsibilities	<ul style="list-style-type: none"> <li>• Building Control Surveyors (also known as Registered Building Inspectors) must ensure they meet the requirements of the Registered Building Inspector's Code of Conduct. Failure to do may see their registration and licence to carry out restricted functions removed.</li> <li>• Take accountability for decisions made, with the understanding of the severe risk level if buildings are non-compliant and potentially dangerous to building occupiers. This is a responsibility for both the individual and wider organisation.</li> <li>• Maintain the required CPD levels to meet the requirements of professional memberships and Code of Conduct.</li> </ul>
<b>Qualification/Knowledge/Experience/Skills</b>	
<p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Degree, HNC or degree equivalent in a construction related discipline. <b>(desirable)</b></li> <li>• Membership of a professional body such as RICS, CABE or CIOB <b>(essential)</b></li> <li>• Achieved or working towards a minimum of Class 2 registration – Note any offer will be subject to this being achieved prior to April 2024. <b>(essential)</b></li> <li>• 5 years Building Control experience, either with a local authority or a private organisation. <b>(desirable)</b></li> </ul>	

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### Skills and Knowledge

- The ability to exercise judgement, make balanced assessments using standard technical guidance along with specialist knowledge to put forward rational, evidence-based recommendations.
- They must have the technical and communicative skillset to effectively manage conflict, ensure compliance on all applicable projects, leading as a Building Control technical professional/expert for the geographical area, and for defined specialisms, especially fire safety and other key life safety matters.
- Understand the strategic needs of the service and have the ability to apply a robust knowledge of the Building Regulations (and associated legislation) to ensure the service meets its statutory duties and the Operational Standards Rules set by the Building Safety Regulator.
- The ability to support the management team where they represent the service in legal proceedings and lead on taking effective enforcement where required.
- To be able to fulfil their function as a Registered Building Inspector and carry out tasks that are registered to do so under the Building Inspector Competency Framework.
- Excellent oral and written communication skills, sufficient to write technical reports and associated correspondence.
- To be able to use professional expertise to advise senior management and elected members on relevant complex and specialist buildings. Allowing the organisation to meet statutory needs.
- Writes clearly, succinctly, and correctly; in a well-structured and logical way; Uses technology to achieve work objectives.
- The ability to undertake all necessary site inspections, surveys, and meetings away from the office. In addition to be able to climb ladders, work in confined spaces and capable of entering a typical construction site environment.

### Dimensions of role

- Responsible for ensuring high level technical operational matters for the service.
- Expected to be responsible for their own workload and work independently under their function as a Registered Building Inspector.
- Ensuring they fulfil their role effectively to meet the standards and KPI's set by the organisation and Building Safety Regulator.
- Contribute to the service and be responsible to ensure your allocated area achieves a competitive market share, allowing the service to meet its financial requirements.
- Manage a complex workload over a geographical area, as well as supporting the management team on major projects and enforcement cases to ensure works are compliant and avoid putting occupiers at risk.
- Support the management team in marketing and build on new and existing working relationships with service users and partner organisations, to ensure the service maintains a strong market share in the competitive market.

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**Notes – This is a specialist job that only Registered Building Inspectors of Class 2 and 3 can undertake. The number of potential candidates is rapidly diminishing, and it is crucial that service can appoint competent and qualified staff to help us meet statutory requirements.**

<p>Competencies / attributes</p>	<ul style="list-style-type: none"> <li>• Expected to have strong personal and networking skills to build internal and external working relationships to encourage repeat custom.</li> <li>• Adhere to the Code of Conduct and models their professional behaviour on these requirements.</li> <li>• To manage conflict and regulate effectively to achieve a suitable outcome.</li> <li>• Use thoughtful and professional judgement to manage technical and complex judgement on all project types.</li> <li>• Advanced communication skills to outline requirements in a clear and concise way.</li> </ul>
<p>Working conditions:</p>	<p>The postholder regularly works outdoors and is usually exposed to the weather when doing so This exposure occurs for a large proportion of the overall working time. The post also involves regular exposure to very disagreeable, unpleasant, or hazardous situations but only for a moderate proportion of the total working time. Serious verbal abuse, aggression, or other anti-social behaviour from members of the public is an unavoidable and regular feature of this post.</p> <p>The post holder may be required to attend out of hours meetings, awards events, and dangerous structures. The post holder is required to have a valid and current driving licence and own a vehicle for business use. An enhanced DBS check will be undertaken.</p>
<p>Working arrangements:</p>	<p>Mobile, working from home set up.</p>