



## ROLE PROFILE FOR JOB TITLE

**Role Title:** Building Control Surveyor (Registered Building Inspector)

**Service:** Planning

**Location:** Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

**Reporting To:** Building Control Manager

### Role Purpose

The key focus of this post is to work as part of a professional team providing a comprehensive Building Control Service in accordance with the delegated powers and duties of the Building Act, Building Regulations and associated legislation.

### Main Duties and Accountabilities

#### Knowledge and Expertise

- Within your proven competency, apply detailed knowledge of the Building Regulations and associated legislation, to check building plans for compliance in accordance with department and statutory timescales. Prepare defects notices where appropriate and grant or rejects plans.
- Within your proven competency, undertake site inspections and make timely decisions to check that building work is in compliance with the Building Regulations and make records of those inspections for reference and evidence in any legal proceedings/enforcement.



- Undertake consultations with statutory organisations to ensure that building work is compliant with the requirements of the Building Regulations and other legislation.
- Provide professional guidance to any Building Control enquiries in accordance with department timescales.
- Provide professional guidance on methods of construction to satisfy the Building Regulations.
- Within your proven competency, investigate, where necessary, non-compliance with the Building Regulations and in order to pursue enforcement through Court action including giving evidence in court and at hearings if required.
- Investigate dangerous structures and participate in Civil Emergency arrangements and take necessary steps to make sure proper procedures are followed including providing an out of hours service and responding in accordance with the department timescales.
- Ensure that all Building control professional codes and standards are upheld in accordance with requirements.
- Contribute to marketing the Building Control Service in order to maximise income streams and attending out of hour functions to aid in any PR related activities.
- Adopt a flexible working approach to the delivery of the service and participate in ensuring an appropriate level of cover is provided, involving early and late cover.
- Where required assist in the investigation of non-complaint building works including enforcement of planning conditions, demolition notices and housing enforcement.



## **Creativity and Innovation**

- Within your proven competency, will exercise technical judgement in interpreting the Building Regulations.
- Will be innovative in creating a quality Building Control Service.
- Will be innovative and flexible in developing the Building Control Service with the support of the Building Control Manager.

## **Financial Accountability**

- Will in consultation with the Building Control Manager seek to mitigate expenditure in the execution of Building Control Services.

## **Impact upon the Organisation & the Community**

- Proper application of the Building Regulations is essential to ensure the safety of people in and around buildings and construction sites.

## **Management & Supervisory Responsibilities**

- Manage the Building Control workload for a specific area under the direction of the Building Control Manager.
- Assist with the workload of the whole Building Control Department to ensure an efficient provision of service.
- Under the direction of the Building Control Manager assist with the training and support of any colleagues within the department.
- Ensure that the Councils health and safety policies are adhered to, in particular relating to site safety.

## **General**

- Adopt a flexible approach in carry out all and any other duties, commensurate with the grade of this post, as and when required.
- Ensure professional CPD, competency and RBl licence is upheld in accordance with legislative requirements.



- Use office technology as required.
- Able to make site inspections in all weather conditions including the ability to climb ladders and work at height.
- Able to drive, hold a full UK driving licence and access to a car for work purposes.
- Good personal presentation and act in a professional manner at all times
- Practical understanding of the implications of Health and Safety legislation particularly in relation to personal safety and the safety of others.
- Attend formal meetings with/without members where required.

## **Continuous Professional Development**

- Ensure professional CPD, competency and RBl licence is upheld in accordance with legislative requirements.

## **Customers and Contacts**

### **Important Internal Relationships**

- Will develop an effective working relationship with the Building Control Manager.
- Will develop an effective working relationship with all members of the Building Control Team
- Will develop an effective working relationship with colleagues in particular with Development Control, Corporate Enforcement, Environmental Health and Housing.

### **Important External Relationships**

- Will have effective working relationships with other Local Authorities and Building Control Bodies.
- Will have an effective working relationship with the Fire Service and external consultant surveyors and structural engineers.



- Will have a professional working relationship with builder, agents and the public in order to provide a quality service and maximise income streams.

## **Additional Requirements**

- To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.
- To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.
- Ability to work from home if required, with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.
- Legally entitled to work in the UK.
- Ability to participate in the Council's out of hours Civil Emergency arrangements.
- Carries out any other duties commensurate with the grade of this post as is required of the Council.



## Job Title - Person Specification

### Qualifications and Training

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Registered Building Inspector Licence or meet the requirements to the transitional arrangements provided by the Building Safety Regulator	E	Application
Degree in Building Control Surveying or equivalent and demonstrable experience by working in a similar post.	E	Application
An in-depth knowledge of the Building Acts and Building Regulations in line with relevant competency	E	Application, Interview or Assessment
Member of: CABE, RICS, or CIOB	D	Application

### Knowledge and Experience

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Expertise built up through experience working in all aspects of building control work, including fee earning and non-fee, earning work.	E	Application, Interview
Ability to check plans for compliance with the Building Regulations with or	E	Application, Interview or



without supervision and in accordance with relevant competency		Assessment
Ability to make clear, concise and accurate decisions in a timely manner under pressure	E	Application, Interview
Level of IT skills in keeping with the requirements of the job	E	Application
Ability to adopt a flexible approach to the provision of the service	E	Application
Experience of structural engineering; structural design and/or checking structural calculations	D	Application

## Skills and Relations with People

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Ability to engage constructively with builders, agents, clients, other local authorities and related internal disciplines	E	Application, Interview
Ability to provide a quality customer focused service to all users of the Building Control	E	Application, Interview
Ability to develop working relationships with colleagues	E	Interview
Ability to market, promote and win new business for the team	D	Interview



## Creativity and Innovation

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Ability to assess different technical standards and assess if such systems meet the requirements of the Building Regulations	E	Application, Interview
Ability to contribute to the innovative marketing and promotion of the Building Control service	D	Interview

## Financial Accountability

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Ability to look for ways of increasing value for money from the service	D	Interview
An understanding and awareness of the cost/benefit associated with fee earning work	E	Application, Interview

## Impact upon the Organisation and the Community

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Experience of attending Dangerous Structures and completing necessary steps to completion	D	Application, Interview



## Management and Supervisory Responsibilities

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Ability to work in a busy environment to defined timescales	E	Interview
Able to take ownership and manage workloads effectively	E	Interview
Experience of training or supporting colleagues	D	Application, Interview

## Initiative and Independent Action

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Ability to work mainly under own initiative, but where necessary, under the supervision of a Senior / Principal Building Control Surveyor	E	Application, Interview

## Additional Requirements

<b>Criteria</b>	<b>Essential or Desirable</b>	<b>Application, Interview or Assessment</b>
Strong cooperative skills with the ability to work effectively with teams	E	Interview
Flexible worker responsive to call outs	E	Interview
Good communication skills	E	Application, Interview



Good personal presentation and act in a professional manner at all times	E	Interview
Able to drive, hold a full UK driving licence and access to a car for work purposes	E	Application
Able to respond to out of hours calls within target response times	E	Application, Interview
Able to provide early and late cover to ensure an appropriate level of cover to the service	E	Application, Interview
Able to make site inspections in all weather conditions including the ability to climb ladders and work at height	E	Application, Interview

## DBS Requirements

- No Check Required

