

Job Details

Job Title:	BUILDING CONTROL OFFICER
Post Number:	POST000070
Directorate:	Environmental and Community Services
Section:	Building Control
Post Grade:	Tier: 4, Grade: G
Responsible to:	Building Control Manager
Responsible for:	Assistant Building Control Officer

Job Purpose

- Examine building plans and undertake work inspections to ensure public health and safety, accessibility, and conservation of energy is served by compliance with building regulations.
 - Provide an advice and consultation service to the public, architects and designers to minimize the number of rejected building regulation applications.
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Main Responsibilities

- Review full plans and building notice applications to make certain that they are not in breach of building regulations.
- Service notices to approve or reject proposed building work ensuring that prescribed time periods are met.
- Inspect building site work so that compliance with the building regulations is maintained at all times.
- Investigate any reported unauthorised building work and recommend appropriate enforcement action.
- Take any necessary enforcement actions as may be required to ensure compliance with The Building Act 1984 and The Building Regulations (as amended).
- Take action to ensure that dangerous structures are made safe to avoid accidents and minimise the risk of legal action being taken against the Council.

- Give advice to the public, designers and architects to support them with the completion of building regulations applications.
 - To keep abreast of any changes in legislation, policies and strategies that affect the competency of the section.
 - Maintain accurate and timely records that demonstrate execution of duties.
 - Liaise with fire safety, structural and drainage specialists so that the requirements of the building regulations are met during construction work.
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Decision making

- Check plans for compliance with building regulations. Assess the integrity of potentially dangerous structures. Agree compliance with the regulations on site. Inspect sites of, and, buildings being demolished.
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Financial Responsibilities

- Raise invoices in relation to inspection fees. Collect payments from customers and transfer the payments into the appropriate account.
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Key Contacts / Relationships

- Developers, builders, architects, the public, councillors and other sections of the Council.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Building Control Manager

Date: 1 December 2009

Version: 1.1 – 25 January 2022. Amended to take into account change to name of Directorate, Section and change of post number.

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: BUILDING CONTROL OFFICER

Post Number: POST000070

EXPERIENCE

Essential Criteria

- Experience as a qualified Building Surveyor. A,I
- Experience of working as part of a team. A,I

Desirable Criteria

- Experience of supporting junior/trainee surveyors. A,I
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QUALIFICATIONS

Essential Criteria

- Building Surveying Degree or HNC/HND in construction. A,D

Desirable Criteria

- Corporate membership of relevant professional institute, either the Royal Institute Chartered Surveyors, Chartered Institute of Building or Association Building Engineers. A,D
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SKILLS & KNOWLEDGE

Essential Criteria

- An understanding of the Building Act 1984 and the Building Regulations. A,I,T
- The ability to read and understand building plans and specifications. A,I,T
- Ability to check plans and inspect site works for conformity. I,T
- Ability to use a range of ICT packages. I,T

Desirable Criteria

- An understanding of structural defects and the safe demolition of buildings. A,I,T
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OTHER REQUIREMENTS

Essential Criteria

- Current car driving licence. A,D
- Good communication skills both written and oral. A,I
- Computer literate in all Microsoft Office applications or similar. A,I,D

- Able to manage a heavy and demanding workload.

I,A

Desirable Criteria

- Knowledge of local government working.

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ASSESSMENT KEY:

A Application | *I* Interview | *T* Test | *D* Documentation

Version: 2.0 – September 2022