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**Post Title:** Building Control Officer

**Post Hours:** 37 hours per week

**Grade:** PO2-5 (fully qualified)

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**Responsible to:** Building Control Manager

**Responsible for:** None

**Main contact associated with principal duties:**

- Building Control Staff
  - Councillors
  - Architects
  - Surveyors
  - Builders
  - Solicitors
  - Professional officers from this and other councils
  - Police
  - Fire Service and building material suppliers
  - Customers for building control services and other members of the public
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**Job Purpose:**

To provide a quality, cost effective and competitive local authority building control service in the Borough of Pendle.

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**Control of Resources:**

Various measuring equipment.

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**Main duties and responsibilities:**

1. To assess plans submitted to the Council under the Building Regulations under local and statutory timescales and assure compliance with legislation, including recommendations for approval or rejection and negotiation of the Building Regulation requirements and the interpretation of complex legislation.
2. To assess Building Notices submitted under Building Regulations including recommendations for rejection or acceptance including negotiation of additional information and charges.
3. To assist with the processing of Initial Notices from Approved Inspectors.

4. To carry out the routine and statutory inspection of construction work in progress and keep meticulous records of the inspections and findings including inspecting complex constructional projects to statutory and local timescales.
5. To mentor any Building Control Officer/Trainee undergoing a structured training programme, where necessary and appropriate for the grade.
6. To assist with the Building Control advisory service and provide a client focused, best value service, including the provision of professional advice to the public, contractors, architects, solicitors, Councillors and other council staff.
7. To carry out on behalf of the Council the enforcement of unauthorised work, work carried out in contravention of Building Regulations, dangerous buildings, derelict buildings, vacant and insecure buildings under the Building Act 1984 including use of professional judgment, carrying out surveys and preparation and giving of evidence for court action.
8. To provide as necessary an out of hours emergency service to give professional advice about dangerous buildings to the Fire and Rescue Service and Police and contribute towards the Council's emergency services by arranging emergency work as considered necessary.
9. Investigate, order and supervise, as appropriate, demolition works and dealing with notifications made to the Council under Section 80 of the Building Act 1984.
10. To assess applications submitted to the Council under Building Regulations and ensure that the correct charges and VAT are paid, including the checking and calculation of costs of work and the negotiation of the charges.
11. To ensure that invoices are raised for all inspection charges due, promptly and accurately.
12. To manage a fluctuating workload and prioritise work as necessary to provide a comprehensive best value building control service.
13. To carry out inspections in all weather conditions including working at heights and in excavations and confined spaces, conforming with the Council's health and safety policies and procedures and in accordance with the site Construction, Design and Management procedures.
14. To keep meticulous notes and records about each site being inspected, to input the records to the computer database and to ensure that paper files and computer records are kept up to date and in the correct place.
15. To advise the Building Control Manager about any problems, issues etc. which emerge from site inspections.
16. Keep up to date with Building Control and Health and Safety legislation.
17. Contribute to local and national marketing initiatives including joint working with other local authority building control units.
18. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

**Note:** *The duties outlined above are in accordance with current statute law and are subject to variation to conform with changes in legislation.*

Date: Feb23

Selection Criteria	Essential Or Desirable	Assessment Method
<b>Qualifications</b>		
1. Corporate member of the RICS Building Surveying (Building Control Faculty) <i>and / or</i> Corporate member of the ABE CIOB or similar	Essential	Application Certification
<b>Knowledge, skills, abilities and experience</b>		
2. Have a good technical knowledge of the Building Regulations and allied legislation at a sufficient level in order to work unsupervised on site.	Essential	Application Interview
3. Be sufficiently computer literate to be able to work with Microsoft Office or similar and experience of using Building Control management Software	Essential	Application Interview
4. Good communication skills in order to explain the requirements of regulations and to communicate courteously and effectively with clients and developers.	Essential	Application Interview
5. Understanding of equality and diversity issues relevant to this post	Essential	Application Interview
6. Be able to drive and provide a vehicle for work purposes.	Essential	Application Interview Certification
7. Knowledge of the requirements of legislation relevant to health and safety within construction including the Health and Safety at Work Act 1974; and the Construction Design & Management Regulations 2015.	Essential	Application Interview
8. You will either already have passed a Level 5 validation assessment for working on all types of commercial work other than High Risk Residential buildings and other in-scope Level 6 buildings or be willing to undertake the level 5 validation assessment in preparation of our registration with the Building Safety Regulator.	Essential	Application Interview
<b>Special Requirements</b>		
9. Physically capable of climbing ladders, working at height, climbing into trenches, scaffolding and roof spaces and working in a cold, wet and physically demanding environment.	Essential	Application Interview
10. Sufficient hearing and eyesight in order to be able to be communicate effectively and be safe to work on building sites and at heights.	Essential	Application Interview

**As the post involves driving a vehicle, the post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.**