

**Job Description**

<b>POST TITLE</b>	Building Control Support Officer	<b>POST NO:</b>	HH1610
<b>SERVICE UNIT</b>	Housing and Development Control	<b>GRADE:</b>	5
<b>JOB EVALUATION</b>	A1777	<b>JOB FAMILY</b>	If applicable
<b>RESPONSIBLE TO:</b>	Building Control Manager		
<b>RESPONSIBLE FOR:</b>	None		
<b>LOCATION</b>	Town Hall	<b>STATUS</b>	Staff

**Job Purpose**

To provide comprehensive, customer focussed support to Burnley Council's Building Control team to ensure the delivery of an efficient, high quality competitive service. To include general clerical, administrative and technical support to the building control service.

**Main Duties and Responsibilities:**

1. To provide a first point of contact for customers of the building control service.
2. To provide advice and assistance to customers on a range of building control services and ensure that customers are responded to in a timely and professional manner.
3. To undertake general administrative duties including processing correspondence, copying, filing, and the preparation and assembly of building control files.
4. To maintain and update relevant software systems to ensure good quality data management and secure information storage.
5. To maintain adequate records and files including the collection and collation of relevant statistics to assist in the monitoring and review of building control work.
6. To assist in responding to Local Authority search requests.
7. To assist in the processing and inputting of initial building regulations notice applications and statistics.
8. To assist in the downloading of Building Control applications from the Submit a Plan website or emailed documents.

9. Generate maps from GGP, United Utilities safe dig site and Map Info.
10. To maintain a basic overview of relevant knowledge and legislation relating to building control work.
11. To comply with all relevant legislation and Council policy including standing orders, finance policy, health and safety legislation and policy, General Data Protection Regulations, equalities legislation and policy.
12. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.
13. To attend training identified as necessary to undertake current and future job requirements
14. To work actively to promote community cohesion, good race relations and equality of opportunity.

<b>Nature of Contacts and Relationships:</b> Customers of the building control service, Agents, statutory and voluntary organisations, contractors, councillors and members of the general public.
<b>Responsibilities for Supervision:</b> None
<b>Responsibilities for Finance:</b> Raising invoices, payment of invoices, receiving and processing building regulation application fees.
<b>Responsibility for Physical Resources:</b> None
<b>Work Environment:</b> Office based

### Health & Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

### FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

#### Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

**Prepared by: Paul Gatrell**

**Date: 22/06/2022**

## Person Specification

<b>POST:</b> Building Control Support Officer	<b>GRADE:</b> 5
<b>DIRECTORATE:</b> Housing and Development Control	<b>POST NO:</b> HH1610

<b>Selection Criteria</b>	<b>Essential/ Desirable E/D</b>	<b>Method of Assessment</b> Application/Interview/Test Presentation/Production of Certificates <b>A/I/T/P/C</b>
<b>QUALIFICATIONS</b>		
1. 5 GCSE's or equivalent at grade C or above to include Maths and English.	D	A
<b>EXPERIENCE</b>		
2. Experience of dealing with customers.	E	A/I
3. Experience of using computers and software to include word processing, databases and spreadsheets.	E	A
4. Experience of working in a support and administrative section of an organisation.	E	A/I
<b>SKILLS AND COMPETENCIES</b>		
5. Ability to communicate with people in a professional and efficient manner.	E	A/I
6. Ability to work as part of a team.	E	A/I
7. Ability to work on own initiative when required.	E	A/I
8. Ability to maintain accurate records and filing systems.	E	A/I
9. Ability to correctly receive, process and account for income.	E	A/I
10. Ability to process and prepare documentation in a precise and accurate manner.	E	A/I
11. Ability to maintain and update relevant software systems to ensure good quality data management and secure storage of information.	E	I
12. The ability to maintain a basic overview of relevant knowledge and legislation relating to building control work.	E	I

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates <b>A/I/T/P/C</b>
<b>The Burnley Way</b>		
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives.</p> <p>Further details are contained in the Behaviour Framework</p>		

**June 2022**