

# Job Description

## Position Details

<b>Position:</b>	Building Control Officer
<b>Directorate:</b>	Economy & Place
<b>Service:</b>	Development & Estates
<b>Position no:</b>	BG00663 & BG00664
<b>Grade:</b>	8
<b>Hours of work:</b>	37 p/w
<b>Work style:</b>	Agile Worker / <del>Home Worker</del> / <del>Service Based Worker</del> — Location
<b>DBS required:</b>	None required
<b>Contact:</b>	Hannah Meyrick
<b>Date:</b>	September 2025

**Politically Restricted?**   ☐ Yes\*   ☒ No

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

## About the Position

Reporting to: Team Leader Building Control then Service Manager Development & Estates

Responsible for:

Regulating development in the County Borough to ensure compliance with statutory provisions of the Building Act and allied Regulations and to respond effectively to a dangerous structure incident.

## Principal Accountabilities

1. To calculate fees appropriate for Building Regulations Applications and Building Notices prior to their registration, and to arrange for adjustments and collating of fees where appropriate.
2. Administer and enforce Building Control legislation including but not restricted to...
  - processing deposited plans for compliance
  - preparing schedules of matters requiring attention
  - negotiate amendments as necessary
  - undertaking statutory and other site inspections in connection with full plans and building notice applications
  - investigate breaches and enforce the Building Regulations including pursuance to resolution of unauthorised works. Duties include prosecutions and court appearance.
3. To investigate and respond promptly and effectively to any alleged dangerous structure incident during normal business hours. The post is also required to undertake Emergency Standby and contact details of your landline telephone number and work mobile number will be recorded. You may be contacted when an emergency situation arises and if

available, expected to attend work base or incident location as required or respond to a telephone call out as appropriate.

4. To advise on new business opportunities, ways of publicising and raising the profile and quality of the service.
5. Undertake consultations with other Council Departments and statutory undertakers in connection with the Building Control function.
6. Providing Building Regulation advice to elected members, other Departments, general public and other interested parties.
7. Attending Council Committees and working parties or further training as and when required.

### **General Accountabilities**

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

# Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
<b>Qualifications</b>		
Minimum of HNC in construction related discipline	E	A
Registered to class 2A to E or above	E	A
<b>Experience</b>		
Proven experience of dealing with domestic and commercial building works	E	A I
Worked in LABC in a Welsh context	D	A
<b>Knowledge / Skills</b>		
Detailed working knowledge of Building Regulations & allied legislation	E	A I
<b>Personal Attributes</b>		
Ability to promote the Council, its reputation and status at all time	E	A I
<b>Special Working Conditions / Requirements</b>		
Full driving licence and access to a vehicle for work purposes.	E	A I

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A I
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#) Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

## Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	PP
Involves line manager/colleagues in setting and meeting targets	PP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	PP

Competencies – Improvement & Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feed back results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to the all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	PP
Has a professional attitude that sets an example to colleagues	PP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team Working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	PP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
	PP
Adapts content and style to help others understand	PP
Makes sure that people are regularly informed	PP
Uses appropriate language, gestures and tone when talking with others	PP
Checks others have understood & seeks advice when necessary	PP
Actively seeks to improve all forms of communication with others	PP
Communicates professionally by using formal channels appropriate to the situation	PP

To find out more about working for Blaenau Gwent County Borough Council, visit [www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)