

Directorate: Economic Growth & Housing

Location: Magdalen House/
Agile Working

Department: Planning Services

Post No: 00174

Section: Building Control

Post: **Building Control Officer**

Grade: Grade H

Responsible to: Service Manager

Responsible for:

Job Purpose

To provide support to the Service Manager and assist as required with all aspects of the Unit's functions.

Job Purpose

1. Applying legislation and guidance to ensure that buildings constructed in Sefton meet appropriate standards.
2. Applying legislation fairly, equitably and consistently.
3. Delivering appropriate standards of service.
4. Provide advice to customers and service users.
5. Promote and market the Council's Building Control Service.

Main Duties

1. Assist the Service Manager with the administration of the Building Regulations and associated legislation throughout Sefton, ensuring the service meets its statutory obligations and delivers services which meet customer expectations
2. Within the level of experience and knowledge of the post holder, undertake assessment of building plans and other documentation i.e. structural calculations, calculations to demonstrate thermal efficiency, fire strategies, risk assessments and access statements, to ensure compliance with the Building Regulations.
3. Undertake site inspections to determine the suitability of building work and ensure compliance with the Building Regulations and associated legislation. Produce reports, documentation and make recommendations on appropriate enforcement action including the preparation and issuing of statutory notices.
4. Inspect, monitor and take appropriate action in the interest of health and safety in respect of dangerous structures, insecure premises and demolition work.

5. Represent the Building Control Manager as required, at various technical meetings within the Authority and elsewhere and provide advice on Building Control matters and prepare reports where appropriate.
6. Undertake, as required, consultations with the Police, Fire Authority and other Authorities, ensuring that responses of the consultant are brought to the attention of the appropriate persons and are included within the development proposal.
7. Assist in the preparation of Committee and other reports, investigate complaints and produce reports for presentation to the appropriate person.
8. Attend appropriate departmental training courses to improve effectiveness in tasks set.
9. Assist in the administration and maintenance of the Building Control Teams Quality Assurance system
10. To provide technical support to the Service Manager and assist as required with all aspects of the Teams function.

Qualifications and Experience

See person specification

Special Conditions

The postholder must be aware of, and be able to observe, the confidentiality of aspects of the work.

A high standard of customer care is required at all times.

A flexible working time system is currently in operation.

The postholder will be expected to attend training events relevant to the duties of the post

Casual user car allowance

From July 2024, the post holder will be expected to be registered with the Building Safety Regulator should be working towards being successfully assessed for their competence to operate as a building inspector at either Class 2 Bands A-C (CABE assessment) or Band A Domestic (BSCF assessment route). Successful registration and competency assessment will be a condition of continued employment within the Councils Building Control Team.

General

This job description is a representative document. Other reasonable similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

Prepared by: Ian Berrington

Designation: Service Manager Building Control

Date: 21/10/2025

Person Specification Building Control Officer

Personal Attributes Required	Essential (E) or Desirable (D)	Assessment Method
Qualifications 1. A relevant technical qualification (e.g. H.N.C or H.N.D or BTEC Higher National) or a specific Building Control technical qualification or demonstrable experience of working within the construction industry.	E	AF
Experience 1 Significant period of time working in a Building Control environment.	D	AF
Knowledge/Skills/Ability 1. To communicate verbally and in writing with colleagues, other professional / technical persons and the public (incl use of IT) 2. Ability to keep complete and accurate records 3. Ability to use information technology that is available within Building Control. 4. Ability to work in a team and at certain times, under minimum supervision. 5. An understanding of the Building Regulations and other associated legislation 6. An understanding of building defects and potential remedies.	E E D E E E	AF/I/T I AF AF I/T I/T
Other: Posses a current driving license with no endorsements	D	AF
Special Requirements- None		

Assessment Method Key: A: Application form, C: Certificate, I: Interview, T: Test