

Job Description

POST TITLE: Building Control Surveyor

DIRECTORATE: Climate, Homes and Economy

SERVICE: Planning

GRADE: P01 - P02

LOCATION: In the London Borough of Hackney

RESPONSIBLE TO: Principal & Senior Building Control Surveyor

PURPOSE OF THE JOB:

- To ensure fulfillment of the Council's duties with regard to building control across the borough, resulting from the following legislative and corporate responsibilities:
 - the Building Act 1984 and associated Regulations
 - the London Building Acts (Amendment) Act 1939 including dangerous structures
 - partnership authority schemes,
 - professional advice and business development associated with building control, and
 - other areas of the building industry that may become relevant to the role.
- To ensure that services provided by Building Control to external clients, bodies and partners and the Council are delivered to the highest standard.
- To be an exemplary and professional Building Control Surveyor to ensure services provided are high quality and customer focussed.
- To be an effective and collaborative member of the Building Control Team.
- To carry out all duties to the highest professional standards, protecting the reputation and ensuring the integrity of the Council at all times.

KEY ACTIVITIES, DUTIES AND RESPONSIBILITIES:

Legislative Responsibilities

- Operate the Building Regulation, and public safety functions to ensure the health, safety and welfare of people in and around buildings.
- Assess and determine Building Regulation submissions within statutory timeframes and undertake site inspections to ensure compliance with the Building Regulations, London Building Acts (Amendment) Act and other associated legislation.
- Issue notices and inspect demolition work to ensure public safety under the provisions of Building Act 1984.
- Consult, negotiate and instruct architects, surveyors, builders, applicants and consultees to ensure compliance with statutory requirements both in the office and on-site.
- Proactively investigate unauthorised building work and dangerous structures and undertake appropriate action.
- Prepare statements and represent the Council in court and give evidence in connection with formal legal action under the provisions of the Building Regulations.
- Participate in providing the Council's out of hours dangerous structure response service to identify, inspect and take necessary action, including issuing statutory notices, in order to maintain public safety.
- Provide technical advice to members of the public, other Council departments and elected Members in respect to legislative and best practice standards.

P01/P02 (in addition) Partnership Working

- Partner with Council departments, developers and building owners to develop and implement a co-ordinated development team approach for buildings/projects.
- Liaise with other departments within the Division, specifically the Development Management and Growth teams, in respect of matters of common interest including use of materials, setting out, levels and other conditions to ensure developments proceed in accordance with approved plans and documents.

Business and Personal Development

- Participate in the improvement of the Building Control team to ensure it is effective and efficient in a commercially competitive environment.
- Keep informed of building legislation to enable interpretation and solutions that achieve legislation and the policies of the Council.
- Undertake training as necessary to keep up-to-date with legislation, construction methods, materials, building techniques and information technology.
- Assist in the training and development of team members including lesser qualified/experienced surveyors
- Respond to complaints and enquiries about the service in a timely and professional manner.
- To maintain and administer Building Control files, registers and other working documents in an ordered and comprehensible manner, including records of site visits, discussions, meetings, and the like.
- Utilise information technology for the production of documents, correspondence, maintaining site notes and as otherwise directed to improve efficiency and effectiveness for the service.
- Undertake project work on behalf of the department as required to assist in the development of website, public information, ICT or other service linked area.

Other

- Undertake other duties commensurate with the position as may from time to time be required.
- Proactively assess your own priorities and set yourself objectives, targets and deadlines while maintaining service requirements.
- Carrying out responsibilities/duties with due regard to the Council's Equal Opportunity Employment Policy.
- Work in accordance with legal and statutory requirements, the Council's policies and procedures and within deadlines and agreed targets

Personal Specification

EXPERIENCE:

P01

- Demonstrate general experience in Building Control or similar built environment.

This experience must include

- A general understanding of all relevant legislation and technical matters;
- A general understanding of the building control processes
- An understanding of fire safety, energy efficiency, access audits, structural aspects
- General administration and enforcement of legislation of direct relevance;
- liaison with relevant organisations in the public and private sectors; delivery of customer oriented services.
- Can undertake dangerous structures inspections during working hours.

SKILLS AND ABILITIES:

Communication skills

- Good written and verbal communication skills with the ability to prepare clear documents on building control matters.
- Ability to communicate with architects, engineers and other construction industry professionals.

P02

Technical knowledge

- Have knowledge of the relevant legislation and regulatory framework for the provision of the Building Control function.
- Have general knowledge of Building Control related technical matters including traditional techniques and continually strives for knowledge of innovative techniques.
- General knowledge of Building Control related subjects including fire safety, energy efficiency, access audits, structural appraisals and the like.
- Background understanding in pre-application negotiation
- General understanding of plan checking skills of domestic small complex projects.
- Capable of carrying out risk based assessment for the purposes of operating an effective site inspection regime.
- Demonstrate a background of dangerous structures assessment and directing emergency works if necessary.

P01/P02

- Have a degree in building control surveying or similar surveying built environment related field.
- Attend meetings with other departments including pre planning applications to give advice on fire related issues.
- Attend architectural design meetings and advise on guidance for low, medium and high rise buildings.
- Work towards obtaining MRICS specialist in Building Control, MCABE specialist in Fire engineering, MIFireE status specialist in fire engineering.

Analytical skills

- Have problem solving skills that use analysis, interpretation and critical judgement to arrive at practical, effective and decisive solutions to building control related matters.

Information Technology Knowledge

- Knowledge of software packages and understanding of how their use assists in business efficiencies.
- Ability to readily understand and make best use of new software.

Partnership working

- Ability to form, maintain and enhance partnerships with internal and external partners, and stakeholders that deliver a value for money and market leading service.
- Strong team based work ethic.

Time management

- Excellent personal time management skills that demonstrate ability to manage a varied workload.
- Ability to manage caseload from receipt to completion.

Health and safety

- A sound knowledge of the principles and practice of health and safety including risks and responsibilities associated with operational building control activities.

QUALIFICATIONS:

Essential:

- Is a member of, or sufficiently qualified to be, a Corporate Member of a professional body relevant to the building profession, for example, Association of Building Engineers; Institute of Building; Institution of Civil Engineers; Institution of Structural Engineers; Royal Institute of British Architects; Royal Institution of Chartered Surveyors.

Desirable:

- Specialist knowledge of building control related subjects including fire engineering, energy efficiency, access audits, structural appraisal and the like.

Able to have additional skills for generating income such as fire door inspections, fire

risk assessments, structural design.

OTHER:

- Holds a full UK driving license and has access to a car available for official business or access to a form of transport which will enable the applicant to meet the requirements of the post.
- Ability to demonstrate a commitment to and understanding of equal opportunities.

NB: All employees are expected to adhere to the Council's Equality & diversity and Health & Safety Policies