



| Job description |  |               |  |
|-----------------|--|---------------|--|
| Job title       | Principal Building Control Surveyor                  |               |  |
| Grade           | Q  |               |  |
| Directorate     | Regeneration & Economic Development                  |               |  |
| Service/team    | Building Control                                     |               |  |
| Accountable to  | Group Manager Building Control and Technical Support |               |  |
| Responsible for | Not applicable                                       |               |  |
| JE Reference    |  | Date Reviewed |  |

### Purpose of the Job

To work with the Group Manager – Building Control and Technical Support and Principal Building Control Officer to lead the Building Control Service. The role will include plan checking, site inspections, dangerous structures, enforcement and providing leadership and support to Class1 officers.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To contribute to team objectives including handling a varied and sometimes complex caseload of Building Regulation applications and other Building Regulation enquiries, to ensure the various requirements of the service are met including same day inspections and dangerous building enquiries.
2. To validate and determine Building Control submissions in accordance with relevant service and business plan targets and to ensure they are in accordance with relevant legislation and guidance.
3. To gather, prepare and present evidence in connection with breaches of the Building Act.
4. To prepare clear and accurate decision notices and reports as required.



5. To keep abreast of and advise others in the Section on changing legislation, circulars and good practice relating to building control and to ensure continued personal and professional development. To create, update and maintain recommended construction details.
6. To assist and support the Technical Assistants in order to enable the team to meet service and business plan targets.
7. To supervise Building Control Assistant(s) and Technical Assistants, ensuring that a competent and efficient service is provided.
8. To respond to enquiries and complaints under the guidance of the Building Control Manager, including those from Councillors and MPs.
9. To represent the Building Control service at both internal and external meetings, always demonstrating high standards of customer care.
10. To calculate fees and charges for building regulation applications/work.
11. To undertake basic structural design exercises for simply supported beams and check such calculations, under the guidance of the Building Control manager.
12. To carry out site inspections with respect to demolition notices to ensure that demolitions are carried-out in accordance with the submitted method statement and any requirements under the Section 81 notice.
13. To actively market and promote the Building Control service with an emphasis on applicant negotiation and relationships, which may occasionally involve evening and weekend work. The post holder will be required to develop and nurture relationships with key clients in order that their business needs are understood and supported and in order that new work and its related income, is secured. To perform the role of account manager for Building Control Partners and key clients.
14. To take telephone applications and payments for Building Regulation applications using the dedicated payment system within the Local Authority.
15. Must demonstrate a keen commitment to customer care, displaying flexibility in approach to work to achieve service and corporate priorities.
16. To inspect and report on all premises requiring Public Entertainment Licences and other provisions contained within the Fire Safety and Safety of Sports Act 1987, relative to Indoor Sports Licences and Regulated Stands.



17. To support the Building Control Manager and Head of Planning Services with the continual development and improvement of the Building Control service including Service Planning and maximising best value outcomes.
18. The post holder must be able to think quickly to provide alternative and innovative Building Regulations compliant solutions whilst carrying out multiple daily site inspections where mistakes, complications or contraventions arise.
19. To undertake responsibility as a Designated Officer under the Council's 24-hour Emergency Call Out procedures through undertaking site visits in order to advise on potentially dangerous buildings and structures. To thereafter initiate and pursue the recovery of costs associated with making buildings safe.
20. To carry out such other relevant duties as may be assigned from time to time.
21. To play a lead role in the Local Authority Building Control (LABC) Partnership scheme securing new Partnership business for the service, promoting and encouraging the use of LABC services, including associated products and business partners.
22. Provide supervision for RBI's at level 1 in respect of Building Control matters level 2 A-F
23. To provide timely specialist technical advice to Councillors, senior management, other professional teams/working groups and the public on allocated projects and services. This may include expert professional evidence at public inquiries.
24. To ensure that accurate financial information (including forecasting) is provided in relation to ensuring the services business objectives are met.
25. Lead, manage, improve, and develop service delivery within the Service Group. This includes service planning, performance management, communications, and appraisals.
26. Lead and participate in corporate and cross-cutting teams and activities as from time to time defined by, and agreed with, the Head of Service or Assistant Director or the Executive Director.
27. Consider the implications of how the work and actions of the service group will promote the community safety, tackle climate change, and promote the sustainability of the borough.



As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

### Knowsley Better Together – Staff Qualities



### Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council’s information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.



*Knowsley Council*