

Job Details

Job Title:	ASSISTANT BUILDING CONTROL OFFICER
Post Number:	POST000069
Directorate:	Environmental and Community Services
Section:	Building Control.
Post Grade:	Tier: 5, Grade: E
Responsible to:	Building Control Manager
Responsible for:	N/A

Job Purpose

- Examine building plans and undertake work inspections to ensure public safety, accessibility and conservation of energy, is served by compliance with building regulations.
 - Provide an advice and consultation service to the public, architects and designers to minimise the number of rejected building regulations applications.
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Main Responsibilities

Review development plans to make certain that they are not in breach of building regulations.

- Serve notices to approve or reject proposed building work ensuring that prescribed time periods are met.
- Inspect building site work so that the requirements of the building regulations are maintained at all times.
- Investigate any reported unauthorised building work and recommend appropriate enforcement action.
- Take action to ensure that dangerous structures are made safe to avoid accidents and minimise the risk of legal action being taken against the Council.

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- Give advice to the public, designer and architects to support them with the completion of building regulations applications
 - To keep abreast of any changes in any legislation, policies and strategies that affect the competency of the section.
 - Maintain accurate and timely records that demonstrate execution of duties.
 - Liaise with fire safety, structural and drainage specialists so that the requirements of the building regulations are met during construction work is assured.
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Decision making

Check plans and undertake inspections for compliance with building regulations. Assess the integrity of potentially dangerous structures. Agree compliance with the regulations on site. Inspect sites of, and buildings being demolished.

Financial Responsibilities

- Raise notifications in relation to inspection fees.
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Key Contacts / Relationships

- Developers, builders, architects, the public and other sections of the Council.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Building Control Manager

Date: 1 December 2009

Version: 1.2 – May 2025

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: ASSISTANT BUILDING CONTROL OFFICER

Post Number: POST000069

EXPERIENCE

Essential Criteria

- An understanding of Building Control. (A,I)
 - Experience of working as part of a team. (I)
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QUALIFICATIONS

Essential Criteria

- 3 A Levels/GCSE's at grade C/4 or higher (or equivalent) or a Level 3 Apprenticeship in a Construction or Property related discipline. (A,D)
 - On commencement, must register with the building safety regulator as a class 1 registered building inspector and be prepared to work towards a class 2F registered inspector. (A,I)
 - Must work towards membership of relevant professional institute, either the Royal Institute Chartered Surveyors, Chartered Institute of Building, or Association Building Engineers. (A/I)
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SKILLS & KNOWLEDGE

Essential Criteria

- Must register to undertake the Building Control Surveying degree course. (A,I)
- Ability to use a range of ICT packages including GIS. (A,T,I)

Desirable Criteria

- Awareness of health and safety legislation. (I)
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OTHER REQUIREMENTS

Essential Criteria

- Hold a current driving license or working towards passing their driving test. (D)
- Good communication skills both written and oral. (A,I)
- Computer literate in all Microsoft office applications or similar. (A/T/I)

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- Able to manage a heavy and demanding workload. (A/I)
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ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 3.0 – May 2025