

Job Details

Job Title:	SENIOR BUILDING CONTROL OFFICER
Post Number:	POST000066
Directorate:	Environmental and Community Services
Section:	Building Control
Post Grade:	Tier: 4, Grade: H
Responsible to:	Building Control Manager
Responsible for:	Building Control Staff

Job Purpose

- Lead and operationally direct a team of building control staff to deliver a high quality service to customers.
 - Examine building plans and undertake work inspections, to ensure public health and 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

- Oversee a team of staff to provide an efficient and effective building control service to the public, builders and developers.
- Lead the implementation of the building regulations on large building projects to improve the urban environment within the area of the Erewash and West Nottinghamshire building control partnership.
- Mentor assistant building control officers to support them with their continuing professional development.
- Review full plans and building notice applications to make certain that they are not in breach of building regulations.

- Inspect building site work so that compliance with the building regulations is maintained at all times.
 - Investigate any unauthorised building work and recommend appropriate enforcement action.
 - Take any necessary enforcement action as may be required to ensure compliance with The Building Act 1984 and The Building Regulations (as amended).
 - Take action to ensure that dangerous structures are made safe to avoid accidents and minimise the risk of legal action against the Council.
 - Give advice to the public, designers and architects to support them with the completion of building regulations applications.
 - To actively promote and market the service.
 - To keep abreast of any changes in legislation, policies and strategies which affect the competency of the section.
 - Maintain accurate and timely records and demonstrate execution of duties.
 - Liaise with fire safety, structural and drainage specialists so that the building regulations are met during construction work is assured.
 - To deputise for the Building Control Manager as directed in his absence.
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Decision making

- Check plans and undertake site inspections for compliance with building regulations. Assess the integrity of potentially dangerous structures. Agree compliance with the regulations on site. Inspect sites and buildings being demolished. Monitor and control all Initial Notices.
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Financial Responsibilities

- Raise invoices in relation to inspection fees.
 - Authorise purchase orders.
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Key Contacts / Relationships

- Developers, builders, architects, the public, fire and water services.
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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: **30 January 2025**

Version: **1.2**

Declaration

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

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

PERSON SPECIFICATION

Job Title: SENIOR BUILDING CONTROL OFFICER

Post Number: POST000066

EXPERIENCE

Essential Criteria

- Building Control experience. Must be a registered building inspector at minimum level 2 and be working towards level 3 specialist, and level 4 technical manager. A,I
- Experience of building control enforcement. A,I
- Experience of dealing with applications for major buildings. A,I
- Experience of leading projects. A,I
- Working towards corporate membership with either the Chartered Association of Building Engineers, Chartered Institute of Building or Royal Institute of Chartered Surveyors. A,I,D

Desirable Criteria

- Experience of training technical staff. A,I
 - Experience of developing and maintaining IT systems. A,I
 - Experience of document management systems. A,I
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QUALIFICATIONS

Essential Criteria

- A relevant qualification in Building Surveying or equivalent demonstrable experience. A,I,D

Desirable Criteria

- Postgraduate qualification in fire engineering, access studies or risk management. A,I,D
- Formal management training and/or qualification. A,I,D

SKILLS & KNOWLEDGE

Essential Criteria

- Thorough knowledge of The Building Act 1984, Building Safety Act 2022, building control legislation and enforcement and demolition procedures. A,I,T
- IT skills and knowledge of building control software, ISO 9000 and use of Geographical Information System. A,I,T
- Good written and oral communication skills. A,I,T
- Commitment to performance and service delivery improvement. I

Desirable Criteria

- Knowledge of building control policy procedures and practice. A,I
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OTHER REQUIREMENTS

Essential Criteria

- Current full driving licence. A,I,D
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ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.1 – March 2025