

JOB TITLE: Building Control Surveyor

DEPARTMENT: Building Control
Regulatory

POST NUMBER: 338

GRADE: Scale 6

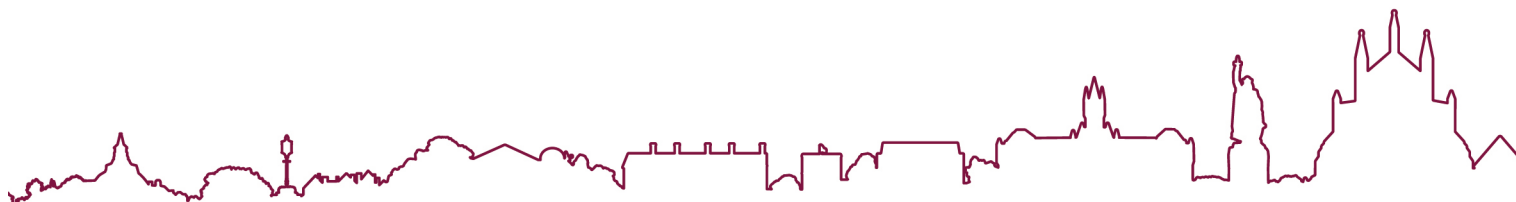
ACCOUNTABLE TO: Team Leader and Service Lead – Public Protection

LOCATION: City Offices

POST OBJECTIVE To be responsible for the inspection of works within a defined area to ensure that the requirements of Building Control legislation and sound standards are achieved with the Councils building control policy and the overall directives of the Head of Building Control.

SPECIFIC TASKS:

- 1 Inspection of Building Regulation works in progress in a competent and prompt manner and dealing with matters and correspondence following the inspections.
- 2 Full and correct implementation of Building Notice procedures.
- 3 Consultation with other departments and bodies on matters arising from site works.
- 4 Liaison with development control so as to ensure site works accord with planning permission.
- 5 Keep proper records of all inspections made and matters arising.
- 6 Initiating inspection fee invoices.
- 7 Proper consideration of site amendments to approved schemes.
- 8 Issuing completion certificates.
- 9 Surveillance of area for unauthorised works.
- 10 Advising Team Manager of problems, enforcement needs etc, within area.
- 11 Inspection of, reporting on and enforcement of other matters as directed by the Team Manager i.e. dangerous structures, public entertainment licensing, demolitions, etc.



- 12 Providing advice to applicants, general public, and professional agents upon building control matters generally and specifically those arising from works in designated area.
- 13 Monitor progress of works to Building Regulation applications in the district as required.
- 14 To cover other areas within the district as needed.
- 15 Carry out plan checking as may be required.
- 16 Execute such other tasks within the responsibilities of the post as may be required by the Head of Building Control or Winchester City Council.
- 17 Carry out duties in accordance with the Council's Health, Safety and Welfare Policy, the departmental safety policy and such safety requirements as may be in force on building sites.
- 18 Undertake training and participate in exercises that relate to the emergency planning and civil defense functions of the Council as may be required.
- 19 To undertake such duties commensurate with this post, as required by the Service Lead Public Protection and Building Control Team Leader.

This post is to be interchangeable with that of District Building Control Surveyor (Plans) in accordance with the needs of the Department.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, martial status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed Dated

JOB TITLE: Building Control Surveyor

POST NUMBER: 671

DEPARTMENT: Building Control
 Regulatory

DATE: March 2026

Requirements		Weighting	Assessment Method
Skills	Inspect comprehend and interpret construction works and all forms of design processes and documentation	3	A/I
	Readily identify and understand defects	3	A/I
	Conduct clear, quick and rational analytical processes and judgements		
	Formulate and enact all necessary responses and solutions to problems		
	Communicate clearly and comprehensively in both verbal and written forms to various audiences	3	A/I
	Keep precise records and systems	3	A/I
	Microsoft office and CAPS IT skills	2	A/I
Experience	At least 3 years post qualification experience in a Building Control environment	2	A
	Relevant experience of the inspection, survey and/or design of construction works.	3	A/I
	Knowledge of and use of construction technical standards, public safety issues, attendant legislation and allied roles of local government and other agencies	3	A/I
Personal Qualities	Good customer care awareness	2	I
	Emphasis on Advising	1	I
	Confident approach	2	I
	Ability to relate to all audiences	2	I
	Presentable professional manner	2	I
	Team worker	2	I
Specific Job Requirements	Able to traverse building sites in all conditions.	3	I
	Ability to meet the travel requirements of the role.	3	A/I

<i>Qualifications</i>	Membership of the Royal Institute of Chartered Surveyors or the Chartered Association of Building Engineers or equivalent with building control experience.	2	Q
	Minimum BSR Class 2A competency	3	A/Q
	Part Qualification maybe considered but grade to be restricted.		

<i>Weighting</i>	<p>3 – Essential for the successful performance of the job, 2 – Desirable but can be achieved through on the job training or experience, 1 – Useful but not essential for successful performance of the job</p>
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<i>Assessment</i>					
<i>Application Form</i>	A	<i>Interview</i>	I	<i>Tests</i>	T
<i>References</i>	R	<i>Presentation</i>	P	<i>Evidence of Qualifications</i>	Q