

**Post Title:** Building Control Officer

**Grade:** Career Grade SO1-PO5 (subject to qualification criteria and competency)

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**Responsible to:** Assistant Director, Planning, Building Control & Regulatory Services  
Building Control Manager

**Responsible for:** None

**Main contact associated with principal duties:**

- Building Control Staff
  - Councillors
  - Architects
  - Surveyors
  - Builders
  - Solicitors
  - Professional officers from this and other councils
  - Police
  - Fire Service and building material suppliers
  - Customers for building control services and other members of the public
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**Job Purpose:**

To provide a quality, cost effective and competitive local authority building control service in the Borough of Pendle.

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**Control of Resources:**

Various measuring equipment and electronic equipment.

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**Main duties and responsibilities:**

1. To assess plans submitted to the Council under the Building Regulations under local and statutory timescales and assure compliance with legislation, including recommendations for approval or rejection and negotiation of the Building Regulation requirements and the interpretation of complex legislation.
2. To assess Building Notices submitted under Building Regulations including recommendations for rejection or acceptance including negotiation of additional information and charges.
3. To assist with the processing of Initial Notices from Approved Inspectors.
4. To carry out the routine and statutory inspection of construction work in progress and keep meticulous records of the inspections and findings including inspecting complex constructional projects to statutory and local timescales.

5. Based on validated and registered competence, without direct supervision, manage a portfolio of Class 2A – 2F development sites (including new applications, regularisation and reversion applications) and maintain proper records, for plan appraisals and site inspections, the evaluation of work/remedial action, working within a framework for inspections of Class 2A – 2F projects to ensure compliance with current Building Regulations, Building Act 1984, allied legislation and technical standards.
6. To mentor any Building Control Officer/Trainee undergoing a structured training programme, where necessary and appropriate for the grade.
7. To carry out on behalf of the Council the enforcement of unauthorised work, work carried out in contravention of Building Regulations, dangerous buildings, derelict buildings, vacant and insecure buildings under the Building Act 1984 including use of professional judgment, carrying out surveys and preparation and giving of evidence for court action.
8. To provide as necessary an out of hours emergency service to give professional advice about dangerous buildings to the Fire and Rescue Service and Police and contribute towards the Council's emergency services by arranging emergency work as considered necessary.
9. Investigate, order and supervise, as appropriate, demolition works and dealing with notifications made to the Council under Section 80 of the Building Act 1984.
10. To assess applications submitted to the Council under Building Regulations and ensure that the correct charges and VAT are paid, including the checking and calculation of costs of work and the negotiation of the charges.
11. To manage a fluctuating workload and prioritise work as necessary to provide a comprehensive best value building control service.
12. To carry out inspections in all weather conditions including working at heights and in excavations and confined spaces, conforming with the Council's health and safety policies and procedures and in accordance with the site Construction, Design and Management procedures.
13. To keep meticulous notes and records about each site being inspected, to input the records to the computer database and to ensure that paper files and computer records are kept up to date and in the correct place.
14. Keep up to date with Building Control and Health and Safety legislation.
15. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

**Note:** *The duties outlined above are in accordance with current statute law and are subject to variation to conform with changes in legislation.*

Date: March 2025

### **Career Grade**

In accordance with the national competency framework a Building Surveyor registered as a class 2A surveyor will be barred from progressing above SO2 until they are qualified in any of the other categories 2B – 2F

Selection Criteria	Essential Or Desirable	Assessment Method
<b>Qualifications</b>		
1. Registered Building Inspector Class 2 Category Minimum Class 2A	Essential	Application Certification
<b>Knowledge, skills, abilities and experience</b>		
2. Have a good technical knowledge of the Building Regulations and allied legislation at a sufficient level in order to work unsupervised on site.	Essential	Application Interview
3. Be sufficiently computer literate to be able to work with Microsoft Office or similar and experience of using Building Control management Software	Essential	Application Interview
4. Good communication skills in order to explain the requirements of regulations and to communicate courteously and effectively with clients and developers.	Essential	Application Interview
5. Understanding of equality and diversity issues relevant to this post	Essential	Application Interview
6. Be able to drive and provide a vehicle for work purposes.	Essential	Application Interview Certification
7. Knowledge of the requirements of legislation relevant to health and safety within construction including the Health and Safety at Work Act 1974; and the Construction Design & Management Regulations 2015.	Essential	Application Interview
<b>Special Requirements</b>		
8. Physically capable of climbing ladders, working at height, climbing into trenches, scaffolding and roof spaces and working in a cold, wet and physically demanding environment.	Essential	Application Interview
9. Sufficient hearing and eyesight in order to be able to be communicate effectively and be safe to work on building sites and at heights.	Essential	Application Interview
<p><b>As the post involves driving a vehicle, the post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.</b></p>		

**Qualification Criteria for progression through the salary range:**

<b>PO2-5</b>	Registered Building Inspector Class 2 Category A following successful completion of competency assessment
<b>PO6-8</b>	Registered Building Inspector Class 2 Category A-E following successful completion of competency assessment
<b>PO 9-10</b>	Registered Building Inspector Class 2 Category A-F following successful completion of competency assessment