

Job Description

POST TITLE	Senior Building Control Surveyor	POST NO:	HH1621 HH1622
SERVICE UNIT	Housing & Development Control	GRADE:	12
JOB EVALUATION	A0000	JOB FAMILY	If applicable
RESPONSIBLE TO:	Building Control Manager		
RESPONSIBLE FOR:	None		
LOCATION		STATUS	Staff

Job Purpose

To effectively carry out a full range of Building Control functions across the Borough.

To provide an effective and efficient service to other council departments, external agencies, businesses and the community.

Main Duties and Responsibilities:

1. To provide advice and guidance on all aspects of the Building Regulations to clients and other parties to maintain high levels of customer satisfaction.
2. To enforce the policies and statutory provisions applicable to building control aimed at safeguarding public health and safety.
3. To investigate unauthorised building work and assist the Building Control Manager to pursue enforcement action as appropriate.
4. To contribute to the marketing and development of the service to promote customer loyalty and assist in securing business and fee income for the building control service.
5. To establish contact and maintain productive relationships with existing and prospective customers to promote and grow the building control service.
6. To check plans submitted for approval under the building regulations, preparing schedules of amendments/contraventions to ensure compliance.

7. To undertake site inspections of work in progress some of which may be outside normal working hours, prepare clear and concise records of the outcome and take enforcement action as necessary.
8. To give pre-submission advice to all service users as appropriate including the public, architects and building contractors.
9. To liaise effectively with other Council departments, partners and external agencies to carry out the requirements of the role.
10. To attend meetings as a representative of the building control service when required.
11. To maintain up to date detailed knowledge of relevant legislation, Government policy and advice.
12. To assess dangerous structures, liaise with and advise all necessary parties and taking whatever reasonable steps are necessary to deal effectively with the safety issues presented. This can include emergencies, some of which will occur out of normal office hours.
13. To investigate, order and supervise, as appropriate, demolition works and deal with notifications made to the Council under Section 80 of the Building Act 1984.
14. To be a member of an inspection team dealing with Licensed Premises as and when required.
15. To deputise for the Building Control Manager as and when required.
16. To assist in the development of any building control team member undergoing training, to monitor their progress and give guidance as necessary.
17. To contribute to the development and maintenance of software application and systems to record, process and analyse relevant information for service delivery and development.
18. To abide by the objectives and targets of the Service Unit and follow the procedures and practices utilised in all aspects of the work.
19. To fulfil personal requirements where appropriate with regard to Council policies and procedures, including health and safety, equal opportunities, customer care, emergency evacuation, security, work standards and promotion of the Council's core values.
20. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.
21. To attend training identified as necessary to undertake current and future job requirements.

Describe here responsibilities, contacts etc. providing clarity for what the jobholder is responsible for.

Nature of Contacts and Relationships - Typically involves liaison with internal colleagues, external partners, residents, stakeholders, elected Members, customers and their appointed contractors.

Responsibilities for Supervision - Mentoring and supervision will be an occasional requirement of the post as agreed with the Building Control Manager.

Responsibilities for Finance

Responsibility for Physical Resources - There is no direct responsibility for finance, although the ordering of reasonable works in connection with public safety will be required from time to time.

Work Environment - Both office and outside based, occasionally dealing with challenging customers.

Health and Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Paul Gatrell

Date: December 2024

Postholder:

Date of issue: December 2024

Person Specification

POST: Senior Building Control Surveyor	GRADE: 12
DIRECTORATE:	POST NO: HH1621-HH1622

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. Registered Building Inspector level 2a-2f	E	A/C
2. Degree in Building Surveying	D	A/C
3. HNC/HND in building studies or related subject	D	A/C
EXPERIENCE		
4. Experience of working within the construction industry	E	A/I
5. Experience of having worked in a building control office	E	A/I
SKILLS AND COMPETENCIES		
6. Ability to demonstrate the full range of duties expected of a Building Control Officer	E	A/I
7. Ability to work effectively under pressure and respond appropriately under emergency conditions	E	A/I
8. Excellent communication skills together with the ability to present the Building Control Service to customers	E	A/I
9. Ability to keep accurate and meaningful records of the work undertaken	E	A
10. Ability to organise and co-ordinate tasks	E	A/I
11. Effective team working skills	E	A/I

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
KNOWLEDGE		
12. Able to demonstrate an awareness of the current and future issues likely to have a significant impact on the Building Control service	E	A/I
13. Demonstrate a thorough knowledge of Building Regulations and associated legislation	E	A/I/T
14. A thorough knowledge of building construction	E	A/I/T
15. A thorough understanding of the key elements and role of a Building Control Officer	E	A/I
OTHER		
16. Possession of a current full driving licence	E	A/Production of Licence
17. Commitment to departmental and Council objectives	E	A
18. Commitment to delivering a quality building control service	E	A/I
19. Willingness to be adaptable in approach to workplace demands, including weekend working	E	A/I
The Burnley Way		
Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework		

December 2024