

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	EDP
Service area	Building Control

Post details	
Job title	Building Control Surveyor
Post Number	D50
Vacancy Reference	EDP128
Scale	SO2 (scp 29-32) £41,177 to £44,253 per annum
Contract	Permanent
Location of work	Council Offices
Directly responsible to	Senior Building Control Surveyor
Directly responsible for	N/A
Hours	Full time
JE Reference	GLPC
Primary purpose and scope of the job	
To carry out duties as a Building Control Surveyor in providing a quality, cost effective and competitive Local Authority building control service within the Borough	

Key Tasks and Responsibilities

- 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.
- To assess Building Notices submitted under Building Regulations including recommendations for rejection or acceptance including negotiation of additional information and charges.
- To assist with the processing of Initial Notices from Approved Inspectors.
- To carry out the routine and statutory inspection of construction work in progress and keep records of inspections and findings including inspecting complex constructional projects to statutory and local timescales.
- To assist with the Building Control advisory service and provide a client focused, best value service, including the provision of professional advice to the public, architects, solicitors, councillors and other council staff and departments.
- To carry out on behalf of the Council the enforcement of unauthorised work, work carried out in contravention of Building Regulations, dangerous building, derelict buildings, vacant and insecure buildings under The Building Act 1984 including the use of professional judgement, carrying out surveys and preparation and giving evidence for court.
- 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 councils emergency services by arranging work as considered necessary.
- Investigation, order and supervise, as appropriate, demolition works and dealing with notifications made to the Council under section of the Building Act 1984.
- To assess applications submitted to the Council under Building Regulations, checking correct charges are paid, including the checking and calculations of costs and the negotiation of the charges.
- To ensure that invoices are raised for all inspections charges due, promptly and accurately.
- To manage a fluctuating workload and prioritise work as necessary to provide a comprehensive best value Building Control Service.
- To carry out inspections in all weather conditions including at heights and in excavations and in confined spaces, conforming with Health and Safety policies and procedures and in accordance with the construction, design and management procedures.
- Keep up to date with Building Control Health and Safety Legislation.
- Contribute to the best value and quality management process and respond in a competitive environment, including involvement in local and national marketing initiatives including joint working with other Local Authority Building control units.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Lyndsey Hayes
Role	Head of Development Management & Building Control
Date Revised	03.09.2026

Person Specification



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Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

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Criteria

Experience		
Experience in a Building Control enforcement role.	A/I	E
Experience in assessing compliance against building control legislation, Approved Documents and relevant standards and guidance.	A/I	E
Minimum 2 years' experience in a Building Control role.	A/I	E

Skills and Abilities		
A clear understanding and detailed knowledge of Building Regulations legislation, Approved Documents and relevant standards and guidance.	A/I	E
Ability to read and interpret plans and specifications.	A/I	E
Be able to organise and prioritise a large and constantly changing workload.	A/I	E
Experience of working with computer packages, particularly Microsoft Office.	A/I	E
Ability to produce work to a defined standard within agreed deadlines.	A/I	E
Ability to make decisions and provide competent advice to building control bodies and duty holders in line with the Building Safety Regulator competency framework.	A/I	E

Education, Qualifications and Knowledge		
Completed relevant degree or equivalent.	A/C	E
Registered with the Building Safety Regulator to at least Class 2a: Building Inspector as determined by the HSE Building Inspector Competency Framework (BICoF).	A/C	E

Other requirements		
A positive approach to work, the team and its customers.	A/I	E
Ability to work with little supervision.	A/I	E
Have a commitment to valuing diversity and equality, respecting customers and colleagues in all relationships and service delivery.	A/I	E
Possess a current clean UK full driving licence and access to a vehicle for work purposes.	A/I	E
Reasonably agile, as the site inspection aspect of the post will involve climbing ladders, working in confined spaces and working in a typical site environment.	A/I	E
Demonstrable excellent customer care skills.	A/I	E
Excellent communication skills both orally and in writing.	A/I	E
Commitment to developing knowledge and skills through continuing professional development (CPD).	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

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