

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

|                     |                                 |
|---------------------|---------------------------------|
| <b>Directorate</b>  | Economic Development & Planning |
| <b>Service area</b> | Building Control                |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Post details</b>                                                                                                                                                                                                |                                                                                                                |
| <b>Job title</b>                                                                                                                                                                                                   | Senior Building Control Surveyor                                                                               |
| <b>Post Number</b>                                                                                                                                                                                                 | D45                                                                                                            |
| <b>Vacancy Reference</b>                                                                                                                                                                                           | EDP129                                                                                                         |
| <b>Scale</b>                                                                                                                                                                                                       | PO2-5 (scp 32-35) £44,253 to £47,665 per annum plus £16,000 market supplement for two years (£8,000 per annum) |
| <b>Contract</b>                                                                                                                                                                                                    | Permanent                                                                                                      |
| <b>Location of work</b>                                                                                                                                                                                            | Council Offices                                                                                                |
| <b>Directly responsible to</b>                                                                                                                                                                                     | Head of Development Management and Building Control                                                            |
| <b>Directly responsible for</b>                                                                                                                                                                                    | Building Control Surveyors, Administration Assistants (Building Control)                                       |
| <b>Hours</b>                                                                                                                                                                                                       | 37                                                                                                             |
| <b>JE Reference</b>                                                                                                                                                                                                | GLPC                                                                                                           |
| <b>Primary purpose and scope of the job</b>                                                                                                                                                                        |                                                                                                                |
| To supervise and take responsibility for the day to day running of the Building Control section. To administer, enforce and advise on the Building Regulations, the Building Act and other associated legislation. |                                                                                                                |

- To supervise and be responsible for operations within the Building Control section, ensuring these are well planned, are sensitive to customer and community requirements, are in line with council policy and corporate strategy and to ensure that they are delivered efficiently and effectively with a quality focus.
- To supervise and provide professional guidance to staff in the section including ensuring that staff are given adequate training as appropriate.
- To ensure that the aims of the Council's Corporate Strategy are adhered to.
- To be responsible for the administration, assessment and documentation of applications to ensure compliance with the Building Regulations and to allocate and monitor workloads to the Building Control Surveyors.
- To be the Council's lead officer for the interpretation of Building Regulations and matters directly related to Building Control in the Building Act 1984.
- The checking of plans and specifications submitted to the Council under Building Regulations to ensure conformity with the Building Regulations and allied legislation and the subsequent inspection of the work.
- To ensure that the Building Control section liaises with other departments on development applications and matters relating to Building Control.
- To be responsible for the assessment and certification of payments for Building control submissions, to oversee the administration of the Levy, and to negotiate charges with clients.
- To be responsible for ensuring that the relevant statutory period and associated performance targets for issuing decisions on Building Regulations applications are adhered to.
- In association with the Director of Economic Development and Planning and Head of Legal and Democratic Services deal with any contravention of Building Regulations including the securing of any appropriate remedial works.
- To carry out on behalf of the Council the enforcement of unauthorised building work including preparing evidence for court.
- To liaise with the Accounts department in the management and implementation of appropriate revenue commitments within the Building Control service, including the setting, management and monitoring of all fee income.
- To be responsible for the inspection, notification and enforcement of dangerous structures.
- To be responsible for controlling demolition of buildings and structures under the Building Act 1984.

- To oversee the IT systems associated with the post including the management of the Building Control software, contribute to the development of new systems, and with training, to keep up to date on any IT developments affecting Building Control work.
- To develop and enhance joint working with neighbouring authorities and partnerships with external agencies and companies.
- To provide and manage an out of hours call out service to give professional advice about dangerous buildings to the Fire and Rescue Service and Police and contribute to the Council's emergency services by arranging work as considered necessary.
- 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.
- To undertake training and other duties which are commensurate with the grading and responsibility of the post.

### **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.

|                              |                                                   |
|------------------------------|---------------------------------------------------|
| <b>Prepared / Revised By</b> | Lyndsey Hayes                                     |
| <b>Role</b>                  | Head of Development Management & Building Control |
| <b>Date Revised</b>          | 03/08/2026                                        |

# 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.

|                          |                                                                                                                |
|--------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Job title</b>         | Senior Building Control Surveyor                                                                               |
| <b>Post Number</b>       | D45                                                                                                            |
| <b>Vacancy reference</b> | EDP129                                                                                                         |
| <b>Scale</b>             | PO2-5 (scp 32-35) £44,253 to £47,665 per annum plus £16,000 market supplement for two years (£8,000 per annum) |
| <b>Directorate</b>       | Economic Development and Planning                                                                              |
| <b>Service Area</b>      | Building Control                                                                                               |

## Criteria

| <b>Experience</b>                                                                                                                                                                           |     |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| Considerable experience and extensive knowledge of Building control practice, with supporting evidence of experience of larger projects.                                                    | A/I | E |
| Experience and ability to deal with high workloads and competing work pressures whilst ensuring that corporate, departmental and service requirements and performance targets are achieved. | A/I | E |
| Experience and ability to undertake all necessary site inspections, surveys and meetings away from the office.                                                                              | A/I | E |
| Experience in a Building Control enforcement role                                                                                                                                           | A/I | E |
| Experience of coaching, directing and assisting members of staff within a Building Control team.                                                                                            | A/I | E |
| Experience and ability to exercise judgement, make balanced assessments and make rational, evidence based decisions.                                                                        | A/I | E |
| Minimum 5 years' experience in a Building Control role.                                                                                                                                     | A/I | E |
| Experience of supervising a Building Control section.                                                                                                                                       | A/I | D |
| Experience of effectively managing performance.                                                                                                                                             | A/I | D |

| <b>Skills and Abilities</b>                                                                                          |     |   |
|----------------------------------------------------------------------------------------------------------------------|-----|---|
| Comprehensive knowledge of Building Regulations legislation, Approved Documents and relevant standards and guidance. | A/I | E |

|                                                                                                                                     |     |   |
|-------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| Able to carry out fire safety risk assessments and domestic access audits.                                                          | A/I | E |
| To have a proven history of Continuing Professional Development (CPD) and commitment to developing knowledge and skills through CPD | A/I | E |
| Excellent communication skills both orally and in writing.                                                                          | A/I | E |
| A current driving licence and access to vehicle.                                                                                    | A/I | E |
| Demonstrable excellent customer care skills                                                                                         | A/I | E |

| <b>Education, Qualifications and Knowledge</b>                                                                                                                                                                            |   |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Possess a relevant degree or equivalent along with full membership of the Chartered Association of Building Engineers (CABE), or Royal Institute of Chartered Surveyors (RICS) or other relevant professional membership. | C | E |
| Registered Building Inspector Class 2d or above                                                                                                                                                                           | C | E |

| <b>Other requirements</b>                                                                                                                                     |     |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| A positive approach to work, the team and 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 |
| Reasonably agile, as the site inspection aspect of the post will involve climbing ladders, working in confined spaces and work in a typical site environment. | A/I | E |

| <b>Methods of Assessment Key</b> |                |                      |
|----------------------------------|----------------|----------------------|
| A Application Form               | I Interview    | C Certificate        |
| T Test                           | P Presentation | AC Assessment Centre |

| <b>Review Arrangements</b>                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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.</p> |

|                              |                                                   |
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