Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL
MERTHYR TYDFIL
County Borough Council

JOB DESCRIPTION

Job title	Building Control Officer		
Department	Planning Services		
Location	Unit 5 & Home working		
JE ID		**Date Last Evaluated**	
Job Purpose	To be an integral member of a team involved in enforcing and administrating the provisions of the Building Act 1984; the Building Regulations 2010; and the Building Safety Act 2022 To determine Building Regulation applications, carry out site inspections, dangerous structures and demolitions. To help promote the economic, social and environmental wellbeing of the County Borough		
Main Tasks performed	Without direct supervision, manage a portfolio of Class 2A, 2B and 2D 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, 2B and 2D projects to ensure compliance with current Building Regulations, Building Act 1984, allied legislation and technical standards. Under supervision, manage a caseload of Class 2A -2F projects (including new applications, regularisation and reversion applications) and maintain proper records, for plan appraisals and site inspections. Respond to dangerous structures call outs. Carry out remedial/enforcement action as required under the direction/supervision of a more competent building control professional. Either inside the band of competence, or outside of it but under supervision, investigate matters, including complaints from elected members and the public, the control of demolition, dangerous structures, contraventions and unauthorised works and initiate and undertake enforcement action, as necessary, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council's obligations under the Building Act 1984. The post holder will arrange for files of evidence to be deposited with the council's solicitors and where necessary attend magistrates court as the council's expert witness in associated enforcement cases. All actions, taken whilst compiling reports on continuing work and decisions taken for the health, safety and welfare of the wider community will be notified to the management team. Within the limits of competence support and supervise Class 1 and Class 2A Registered Building Inspectors in accordance with the management framework including, where agreed, the delegation of plan checking, site inspections and other duties. Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal		

	departments as necessary to ensure a seamless team approach to the provision of guidance, advice and service delivery. Providing statistical data resulting from Building Regulation applications. Establish and maintain appropriate links with building professionals, providing an excellent customer-focussed service (either face-to-face or other appropriate form of communication) and support the development of the building control service and with the exploration of new and expanding markets to encourage new and repeat business. Actively pursue continued personal development of skills, knowledge and competency necessary for effective performance in the role, for the team, service and authority. Contributing to the continued registration to ISO 9001 Checking compliance with conditions resulting from Planning Consents and liaising with the Development Control section to ensure proper Planning Control. Promoting the Councils Building Control Service to existing and potential customers and other initiatives introduced by LABC or LABC Cymru Wales Work in accordance with the Code of Conduct for Registered Building Inspectors and MTCBC. To carry out Health & Safety responsibilities in accordance with the Authority's Health & Safety policies. To carry out any other duties commensurate with the grade as reasonably requested by the manager. To comply with the Council's decarbonisation requirements to achieve net zero carbon emissions.
Resources *Items that are personally accountable to the post-holder. i.e. cash / cheques, plant/equipment, stock/materials buildings*	Laptop Mobile phone PPE
RESPONSIBILITY	
For People	Supervisory responsibility for Class 1 and Class 2A Registered Building Inspectors, where applicable and within the limits of their competence.
For Finance	No
Communications	Yes - Providing responses on applications and briefings to Councillors and senior managers.
Decision Making	No
PERSONAL DEMANDS *Include here any unavoidable exposure to risk of mental / physical injury*	

Mental	Working under pressure and to statutory timescales. Lone working. Dealing with contentious issues and irate customers.
Physical	Daily working on construction sites, working at height, Inclement weather. Frequent visits to dangerous structures/buildings

PERSON SPECIFICATION		
	Essential	Desirable
Formal qualifications	Degree in construction-based subject or Level 6 qualification in Building Control (or working towards) Class 2A, 2B and 2D Registered Building Inspector status through the Building Safety Regulator (or working towards 2D). Completion of 10 hour online Welsh Work course	Welsh Language Level 2 to Level 5. Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.
Technical skills required	Sufficient knowledge and understanding of the management, delivery and technical competencies described in the Building Inspector Competence Framework, as they relate to Class 2A, 2B and 2D buildings and your role. Authorised by the Building Safety Regulator to act as a 2A, 2B and 2D Registered Building Inspector, with proven skills and competency to work without supervision on 2A, 2B and 2D projects, or under supervision on Class 2D buildings. Detailed working knowledge and understanding of Building Regulations legislation, policy and procedure. Excellent oral and written communication skills Good ICT skills - Computer literate with experience of using map-based information systems. Must be articulate and numerate and can provide expert and impartial professional advice to all customers. Ability to manage confrontational situations to prevent escalation.	Authorised by the Building Safety Regulator to act as a Class 2A – 2F Registered Building Inspector, with proven skills and competency to work under supervision on Class 3G – 3H buildings.

	Understand professional responsibilities and liabilities under the proposed Building Safety Act and resulting secondary legislation in relation to this role.	
Amount of experience required	Suitable experience in Local Government Building Control.	
Personality attributes required	Be highly motivated and able to work under pressure with minimum supervision. Excellent interpersonal and organisational skills. Good verbal and written communication skills. Ability to adhere to tight timescales and deadlines. Reliable, enthusiastic and confident with a 'can-do' attitude. Ability to quickly identify opportunities and grasp key issues and respond appropriately. Customer focused, enthusiastic, competent, confident and articulate, committed to service improvement.	
Special requirements (i.e. car driver)	Full UK driving license and access to a vehicle. A commitment to attend meetings outside normal working hours where required.	The ability to work from home
Manager's signature	*B Hughes*	
Head of Department signature		
Date	7/9/2026	

RECRUITMENT PACKAGE TO BE OFFERED

Job Title:	Building Control Officer
Department:	Planning Services
Annual gross basic salary:	Grade 7: £38,510 - £42,123
Further Information	For an informal discussion about this role please contact Brett Hughes Brett.Hughes@merthyr.gov.uk Mobile: 07974 438207 Or Craig Watkins craig.watkins@merthyr.gov.uk
Hours of work:	37
Location:	Unit 5/home working
Special conditions:	None

Please note that it is an essential requirement for all external new starters after 1st April 2021 to be qualified in Welsh Language Level 1 (minimum) and be able to provide evidence to support this. Candidates who fail to do so will not be able to take up their position with the Authority.

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