

JOB SUMMARY

Post Title	<i>Building Control Technical Administrator</i>						
Job Family	<i>Business Support</i>	Pay Range	5	Line Manager to others?	No	Role profile ref	BS05
Service Area	<i>Building Control/ Planning Services</i>						
Line Manager	<i>Stephen Shorrocks, Building Control Manager</i>						
Location	<i>Seaclose Office, Home and Agile Working</i>						

Job Purpose

To provide administrative and technical support to Building Control, and other service areas as may be required.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

1. Register applications working to strict deadlines.
2. Receive payment for fees and maintain and reconcile financial databases.
3. Maintain databases, run reports and compile data for management.
4. Provide general administrative support.
5. Deal with enquiries from a wide range of customers, including building professionals, solicitors and the general public.
6. Deal with land search enquiries, working to strict timescales.
7. Book and coordinate Surveyor Site Inspections.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples.	Essential	Desirable
Practical experience within the relevant working environment.	<i>Enthusiastic and able to plan and prioritise work activity, self-motivated and able to work with minimal supervision.</i> <i>Able to adhere to strict deadlines to in order to meet legal requirements.</i>	E	
Working knowledge of relevant processes and systems.			D
Knowledge of the service provided in own area.			D
ICT skills including use of Microsoft applications.	<i>Proficient in the use of Word and Excel and ability to quickly adapt to the use of new software.</i>	E	
Good verbal and written communication skills.	<i>Excellent written and verbal communication skills required in order to respond to enquiries from a wide range of customers.</i>	E	

JOB SUMMARY

Numerate and accurate with attention to detail.	<i>Able to maintain records and documents, accurate data entry and interrogate systems/ databases.</i> <i>Accuracy is essential in registering applications and maintaining databases. In addition, good numeracy skills are required to reconcile financial databases. The job also involves handling cash/ money transactions.</i>	E	
Understanding of how to deal with customers appropriately.	<i>Able to receive and respond appropriately and effectively to enquiries from internal/ external customers.</i>	E	

Qualifications

Role Profile requirements.	Job specific examples.	Essential	Desirable
Educated to GCSE	<i>Minimum 4 GCSE's at Grade C (New Grade 4) or above including English and Maths.</i>	E	
Level 3 Business Administration qualification or able to demonstrate equivalent experience		E	

Other Requirements

May require relevant certifications including evidence of fluency in English language.

Organisation Structure (optional)

