

## JOB SUMMARY

<b>Post Title</b>	<b>Senior Building Control Surveyor</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	11	<b>Line Manager to others?</b>	Yes	<b>Role profile ref</b>	<a href="#"><u>SD11</u></a>
<b>Service Area</b>	<i>Building Control</i>						
<b>Line Manager</b>	<i>John Lutas</i>						
<b>Location</b>	<i>Seaclose Offices</i>						

**Job Purpose** To inspect new building works for the purpose of ensuring the health, safety, welfare and convenience of people in and about buildings and to assist in ensuring the delivery of an efficient and effective building control service that is valued by all stakeholders.

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

1. Examination of full plans applications to ascertain compliance with Building Regulations and associated legislation and passing and rejection of plans. Inspection of building works in progress and keeping adequate records of these works. Required to take a lead role in major projects.
2. Take appropriate action in respect of enforcement of building control legislation, including preparing and presenting legal evidence, negotiating and problem solving, issuing Notices and attending court as necessary.
3. Inspect dangerous structures on 24 hour basis and take appropriate action as necessary, including instructing contractors to carry out emergency works to remove the danger, issuing notices and attending court.
4. Give technical advice and deal with relevant enquiries from building professionals, agents, other Council departments, Councillors and the general public.
5. Responsibility for the daily management of a team of building control surveyors, including work allocation.
6. Assist in developing, implementing and monitoring the aims, objectives and strategies for the service.
7. Highly customer focused with a good understanding of commercial pressures, act as an ambassador for the service and assist in marketing the building control service in order to maintain a substantial market share of building control work.
8. Deputise for the Building Control Manager as required.

**Knowledge, Skills and Experience**

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups	<i>Ability to communicate effectively with architects, engineers, builders and the general public in order to ensure that audiences understand clearly what is required and why and so achieve successful outcomes.</i>	<b>E</b>	

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<p>Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines</p>	<p><i>Able to demonstrate extensive knowledge and experience in all forms of building construction and with extensive knowledge of building control legislation.</i></p> <p><i>Experience of working as part of a building control team and previous supervisory experience.</i></p>	<p><b>E</b></p>	<p><b>D</b></p>
<p>Good communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others.</p>	<p><i>Confident and self-motivated with the ability to communicate effectively with colleagues, architects, engineers, builders and the general public and to be customer focused.</i></p>	<p><b>E</b></p>	
<p>Good ICT skills including both standard Microsoft applications and specialist systems.</p>	<p><i>Able to demonstrate experience in using a recognised Building Control computer package and proficient in the use of Word and to have good numeracy and literacy skills.</i></p>	<p><b>E</b></p>	
<p>Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences. Experience of contributing to the development of procedures and practices.</p>	<p><i>Extensive experience in Building Control Surveying and able to demonstrate authoritative knowledge and understanding of relevant legislation and all forms of building construction.</i></p> <p><i>Experience of working in accordance with quality management systems.</i></p>	<p><b>E</b></p>	<p><b>D</b></p>
<p>Good planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.</p>	<p><i>Possess the necessary skills to deal simultaneously on numerous projects and to work independently on own initiative to manage a daily area workload and to meet all deadlines.</i></p>	<p><b>E</b></p>	
<p>Proven research, investigation and analysis skills demonstrating evidence of the ability to identify and diagnose problems/issues and develop solutions/recommendations that are both cost effective and within time constraints.</p>	<p><i>Ability to examine, interpret, evaluate and assess all forms of information provided, including plans, structural designs, fire engineer reports, energy use assessments and new and unusual construction techniques/ materials.</i></p>	<p><b>E</b></p>	

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Excellent customer service skills, with experience of resolving escalated and complex queries.	<i>Approachable and calm under pressure with excellent skills in conflict resolution, together with a good understanding of the commercial environment in which building control operates.</i>	<b>E</b>	
Proven ability to build and maintain relationships and engage successfully with stakeholder community.	<i>Ability to develop and maintain mutually respected relationships with all stakeholders.</i>	<b>E</b>	
Budget management experience. Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	<i>Good understanding and experience of Building Control financial planning and management, including knowledge of charges regulations and processes involved in setting charges.</i>		<b>D</b>

**Qualifications**

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require level 4 up to first degree standard or equivalent experience in a relevant subject.	<i>Relevant construction qualification (Degree level or equivalent).</i>	<b>E</b>	
Relevant professional/vocational qualification	<i>Corporate member of professional body e.g. MRICS</i>  <i>Evidence of continuing professional development</i>	<b>E</b>	<b>D</b>

**Other Requirements**

Physically able to carry out site inspections, including in adverse weather conditions. **E**

Valid full, clean driving licence and car. **E**

Willing and able to be on-call to respond to reports of dangerous structures. **E**

Positive professional attitude and self-motivated. **E**

**Organisation Structure (optional)**

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