

Part A: Key Requirements

Job Title	Building Control Surveyor
Department	Growth & Development
Job Family	Community engagement, customer services and compliance and regulation
PURPOSE OF THE JOB	
<ul style="list-style-type: none"> To effectively carry out a full range of Building Control functions under minimal supervision Provide advice and guidance on all aspects of the Building Regulations and associated legislation to clients and other parties so as to maintain high levels of customer satisfaction. To enforce relevant policies and statutory provisions applicable to Building Control with the intention of providing efficient and effective regulatory administration, customer and public protection services. To assist in the marketing and development of the fee earning side of the business on behalf of the respective Partner Authorities. 	
MAIN AREAS OF RESPONSIBILITY	
<ul style="list-style-type: none"> Checking of selected Building Regulation applications for compliance as directed Undertaking site inspections, of work in progress through to completion as directed (some of which may be outside normal working hours). Assessing dangerous structures, subject to the degree and complexity of risk, liaising / advising with all stakeholders and taking whatever reasonable steps are necessary to deal effectively with the safety issues presented (including emergencies, some of which will occur out of normal office hours during callout periods). Investigate, order and supervise, as appropriate, demolition works and dealing with notifications made under Section 80 of the Building Act 1984. Being a member of an inspection team dealing with licensed premises. Contacting prospective customers with a view to marketing the service and retaining their business for the Council. Liaising direct with other Council Departments / Partners and outside Bodies / Agencies and attending meetings as a representative of the Council. Contacting prospective customers with a view to marketing the service and retaining their business for the Council. Respond flexibly to external competition, including involvement in potential joint and cross-boundary working with other neighbouring Local Authorities. To carry out duties in line with the Authority's vision and values 	
KNOWLEDGE, SKILLS & ABILITIES	
<i>Including any specific ESSENTIAL qualifications needed.</i>	
<ul style="list-style-type: none"> HNC.HND or NVQ level 4 in Building Studies or related construction subject Possession of a current full driving licence and access to a suitable vehicle. Willingness to undertake further training and to work towards Degree / Chartered Corporate Membership level status of RICS, CABE or CIOB. Theoretical knowledge and understanding of the full range of duties expected of a Building Control Officer. An awareness of the current and future issues likely to have significant impacts on the Building Control service. 	

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- Excellent communication skills together with the ability to present the Building Control Service to customers.
- Ability to keep accurate and meaningful records of the work undertaken.
- Ability to organise and co-ordinate tasks.
- Ability to work effectively under pressure and respond appropriately under emergency conditions.
- Capable of operating under arduous site conditions.
- Willingness to be adaptable in approach to workplace demands.
- Ability to work effectively as part of a team.
- Commitment to delivering a high quality local authority Building Control Service in a competitive business environment.

Abide by the objectives and targets of both the Section and the Department, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records.

Fulfil personal requirements where appropriate with regard to Council's policies and procedures, particularly Health and Safety, Equal Opportunities, Customer Care, Emergency Evacuation, Security Work Standards, sustainability and promotion of the Council's Core Values.

This document forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.

As a general term of employment, the Council may effect any necessary change in job content, or may require the postholder to undertake other duties, at any location in the Council's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Council reserves the right to vary your hours of work and require you to work outside the range of your 'typical working arrangements' specified in your Statement of Particulars. This will also include weekend working. The Council reserves the right at its discretion to effect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.