

JOB DESCRIPTION

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| DIRECTORATE: | Regeneration & Economy |
| DIVISION: | Planning |
| JOB TITLE: | Principal Building Control Officer/Plan Examiner |
| GRADE: | Grade 8 |
| SALARY RANGE: | £37,849 to £42,683 |
| LOCATION: | City Wide |
| PRIMARY PURPOSE OF THE JOB: | The appraisal of applications formally submitted for consideration under the current Building Regulations and allied national and local legislation. |
| DIRECTLY RESPONSIBLE TO: | Appointed Area Surveyor |
| DIRECTLY RESPONSIBLE FOR: | Plan Examination BCOs |

MAIN AREAS OF RESPONSIBILITY:

- To arrange and attend as required pre-submission meeting with architects, developers, Fire Brigade and any other statutory bodies.
- To appraise all applications formally submitted for consideration under the current Building Regulations and allied national and local legislation.
- To keep adequate computer based records of the above formally submitted applications.
- To check and give advice on the level of charges required to be submitted with a formal application for consideration under the Building Regulations.
- The attendance at officer and site meetings, public enquiries, courts of law and meetings of external agencies and voluntary organisations and courses, when required.
- To assist in the carrying out of site inspections as necessary to enforce Building Regulations.

- The receiving and processing of correspondence, plans, specifications and details relevant to the enforcement mentioned above.
- The receiving and processing of complaints and enquiries from members of the public, Councillors, Members of Parliament and the Ombudsman.
- To carry out any other relevant duties as may from time to time be assigned commensurate with the grade.
- To maintain, support and develop close working relations with other Sections and Service Areas and to attend site as required. Be responsible to the appointed Area Surveyor for the administration and enforcement of relevant legislation in the implementation of council policies, programmes and procedures.
- To deputise as required for other members of the team.
- To assist with the activities of the team in the achievement of the Council's and Service's objectives, policies and duties.
- To provide advice on legislation, technical matters, guidance and instruction to the public, architects, surveyors, agents, builders and staff within other sections of this Division and other Portfolio's where appropriate.
- To assist the Building Control Manager in the study and reporting on new or proposed legislation, circulars or other matters affecting the function of the Service. Establish or revise operational systems, procedures and policies as required.
- To develop, implement and maintain a quality system of data management and archiving that complies with BS EN ISO 27001:2005 accreditation and audited by an external accreditation body.
- To develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To participate in all aspects of training and personal development. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of service in recognition of the portfolios and Divisions business and service targets.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the City Council, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.