

## PERSON SPECIFICATION

**DIRECTORATE:** Regeneration & Economy

**Division:** Planning

**JOB TITLE:** Principal BCO/Plan Examiner

**GRADE:** 8

**Note to Applicant:** The essential criteria are marked with \*, all other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
<b>Qualifications and Training</b>	1. A professional qualification i.e. RICS / CABE / CIOB or equivalent. *. 2. LABC's Level 6A Fire Safety Specialist qualification.	<b>A/I</b>
<b>Experience</b>	3. Extensive experience of working within Building Control which must have included dealing with high rise and "major projects" *. 4. Substantial experience in the enforcement of the Building Regulations and other allied legislation *. 5. Substantial experience in applying the Building Regulations and associated guidance via the (Approved Documents), British Standards and Codes of Practice *. 6. Ability to use computers for the recording of application notes, plan examination, preparation of reports and other correspondence.	<b>A/I</b>     <b>A/I</b>

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
<b>Skills/Abilities</b>	<p>7. Communication skills both written and oral *.</p> <p>8. Ability to communicate on all levels, both with other professionals and with members of the public *.</p> <p>9. Ability to manage and supervise staff and to work on own initiative*</p> <p>10. Ability to influence, assist and motivate colleagues when passing on experience</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Commitment</b>	<p>11. An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.</p> <p>12. The candidate must demonstrate a good understanding of equal opportunities and a commitment to the implementation of equal opportunities both within Building Control and in our relations with outside organisations and the public.</p> <p>13. The candidate must demonstrate a real commitment to the highest standard of service to our customer, particularly in a competitive environment. *</p>	<p>A/I</p>
<b>Other</b>	<p>14. Readiness to take on additional responsibilities, commensurate with the grade and to represent the section or service to assist in the implementation of Best Value, Quality Assurance, or other initiatives.</p> <p>15. Ability to work in accordance with Health &amp; Safety Regulations.</p> <p>16. Possess a full, clean driving licence*</p> <p>17. Participate in emergency out of hours call out system*</p>	<p>A/I</p> <p>A/I</p>

Key to Assessment Methods: I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment Centre