



# Job Description

**Building Control Surveyor/  
Registered Building Control Inspector  
Class 2A (minimum)**

**POST:** Building Control Surveyor/ Registered Building Control Inspector Class 2A (minimum)

**SERVICE:** Environmental Services

**SECTION:** Building Control

**BAND:** 8

**REPORTS TO:** Building Control Manager

**DIRECT REPORTS:** N/A

**FINANCIAL ACCOUNTABILITY:**£

**Delete as appropriate: Direct Accountability / Shared Accountability / Monitoring**

**TYPE:**

- 1) Hot desking or Agile/Mobile Working
- 1a) Hot desking in Basildon Centre
- 1b) Hot desking, any Basildon site with secure network.
- 1c) Hot desking, any location.

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

\*Please note that this post is subject to Department of Works and Pensions (DWP), Protection of National Infrastructure conditions, which means that the post holder will be required to undergo further vetting processes to ensure compliance.

\*Please note that this post will require a standard Disclosure and Barring Certificate.

\*Please note that this post has been classified by Basildon Council as a Regulated Post as it has contact with vulnerable groups so will require an enhanced Disclosure and Barring {DBS} certificate.

## **MAIN PURPOSE**

The primary role of the post holder is to assist in the enforcement of Building Regulations and assist in disabled access works. You will be responsible for the supervision of building within and across the district. Secondary roles will include contribution to all the Service activities. The post holder will be required to be flexible and adaptable in responding to the fast changing needs of the Service.

The post holder would also be required to contribute to the general work of the Building Control service.



## GENERAL INFORMATION

Building Control Services are a section of the Council which operate in competition with the private sector. The service operations cover a wide range of activities such as:

Enforcement of Building Regulations in the interest of health and safety, energy conservation and access provision. Building Consultancy which provides an in house agency for people with needs of disability and house renovation requirements.

Public safety, building advice for energy conservation disabled access to buildings, fire risk assessments, energy calculations and external contract works for various bodies

## DUTIES

1. Processing within agreed timescales a wide range of straightforward building control applications and routine inspections under Building Regulations related to all types of domestic extension, alterations, new housing and small commercial premises.
2. Translate the details shown on plans into a practical appraisal of the work under construction related to all types of domestic extension, alterations, new housing and small commercial premises.
3. To make on-site decisions relating to all types of domestic extension, alterations, new housing and small commercial premises building works and to be capable of offering constructive and accurate advice to clients regarding problems encountered and propose solutions.
4. To recommend rectification of works and ensure that such works are carried out satisfactorily.
5. To attend dangerous structures to assess the council required response under the Building Act 1984 which may require liaison and joint working with Essex Police, Essex Highways, Essex County Fire and Rescue, Housing and other sections of the council.
6. Record details of inspections instructions and on-site decisions required to be maintained to meet all legal and financial implications.
7. Carry out examination related to all types of domestic extension, alterations, new housing and small commercial premises construction submissions for consent under Building Regulations and similar related duties as necessary to ensure compliance with Building Regulations, Codes of Practice, British Standards and, where appropriate, European Legislation.
8. Undertake research into relaxation and dispensation on straightforward building control applications and enquires.
9. Undertake negotiations with applicants and agents.

10. Dealing with primarily written representation of appeals including the preparation of appeal statements and representing the Council at hearings as appropriate.
11. Assist in the preparation of procedures and policies for building control.
12. Provide advice to the public and internal departments on building control for both local and strategic planning including legal and procedural requirements.
13. Prepare material for publicity and displays/exhibitions and liaise with other authorities/agencies/landowners/developers/agents on building control matters.
14. Support Building Surveyors in commissioning Engineering Architects and other Consultants.
15. The investigation of breaches of building control in accordance with the Council's adopted procedures, including the gathering of evidence and undertaking interviews in accordance with the rules of the Police and Criminal Evidence Act 1984 (PACE).
16. The production of witness statements and acting as a Council's witness in support of proceedings including appeal and prosecution action and where necessary attend hearings/court.
17. Undertake the preparation and service of all formal notices in accordance with building control legislation, local enforcement, local enforcement protocol and best practice.
18. To support proactive enforcement projects.
19. Deal with member enquiries/MP enquiries and reply within timescales.
20. To be able to read and work from plans, specifications and prepare plans of work as necessary.
21. To undertake administrative returns, monthly statistics of commencements and completions and initiate accounts for fees due to the Service for inspections and other duties.
22. To be aware of the progress of approved developments within the Borough and the nature and extent of any unauthorised works, and report to Senior Officers as necessary. It is a requirement to be able to carry out supervision of all elements of buildings from foundations to climbing ladders to roofs etc.
23. To keep abreast of revised or new legislation affecting the duties of the Service, attending technical meetings and in-house meetings as required.
24. To make decisions regarding approving plans, rejecting plans, approving site work as suitable, issuing of completion certificates and the commencement of enforcement action including the use of stop notices, improvement notices, on behalf of the Council within your registration class 2ab as designated by the Building Safety Regulator. Eg, extension, alterations to domestic properties. New dwelling, new domestic outbuildings etc.

25. The willingness to undertake continuing training is essential.
26. To undertake such other duties and, with suitable training, contribute to Service activities in other fields as directed appropriate to the grade responsibilities and qualifications of the post. These include, Access Audits, , Disabled Grant Consultancy.
27. You must ensure that you comply at all times with the General Data Protection Act, relating to personal information held by the Council. Any employee who mis-uses, accesses or discloses personal data relating to a living individual without checking that it is to be used for an authorised purpose relevant to the Authority, may be prosecuted in a Criminal Court, as well as facing disciplinary action
28. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”
29. Undertake all the duties within the framework of Equal Opportunities.
30. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

### PERSON SPECIFICATION

<b>Position Title:</b>	Registered Building Control Inspector	<b>Date Prepared:</b>	April 2025
<b>Department:</b>	Building Control	<b>Band:</b>	8

<b>AF= Application Form</b>	<b>I = Interview</b>	<b>T= Test</b>
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	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Detailed working knowledge of Housing and Domestic building construction.	✓		AF/I
1.2	Substantial experience in appraising all types of domestic extension, alterations, new housing and small commercial premises.	✓		AF/I
1.3	Experience in Fire risk assessments		✓	AF/I
1.4	Experience of carrying out energy certificates		✓	AF/I
1.5	Experience of determining building control applications up to and including all domestic extension, alterations, new housing and small commercial premises and/or the ability to investigate and expedite enforcement matters and secure the appropriate resolution.	✓		AF/I/T
1.6	IT experience, including the use of MSWord, MSeExcel, MSPowerPoint and project management software	✓		AF/I
1.7	Demonstrate a good knowledge of building control legislation and appreciation of current issues.	✓		AF/I/T
1.8	Ability to interpret plans and an appreciation of design issues.	✓		AF/I/T
1.9	Experience in the preparation of officer, committee and/or enforcement reports and/or appeal statements and the ability to represent building control at public meetings/committee meetings/court hearings/appeal hearings.	✓		AF/I
1.10	The ability to travel throughout the Borough to visit sites/land, and to access uneven terrain.		✓	AF/I

	REQUIREMENTS	Essential	Desirable	Assessed
1.11	Ability to research, absorb, record, analyse and evaluate large volumes of data and information, on a wide range of issues, and identify the points that need addressing and options for doing so.	✓		AF/I
1.12	Ability to work under pressure and balance competing demands.	✓		AF/I
1.13	Ability to use own initiative with little managerial guidance and to think creatively and innovatively to achieve satisfactory outcomes	✓		AF/I
2.	<b>COMPETENCIES</b>			
2.2	<b>ADHERING TO PRINCIPLES AND VALUES</b> <ul style="list-style-type: none"> <li>a) Upholds ethics and values</li> <li>b) Demonstrates integrity</li> <li>c) Promotes and defends equal opportunities, builds diverse teams</li> <li>d) Encourages organisational and individual responsibility towards the community and the environment</li> </ul>	✓		AF/I/T
3.3	<b>PRESENTING AND COMMUNICATING INFORMATION</b> <ul style="list-style-type: none"> <li>a) Speaks clearly and fluently</li> <li>b) Expresses opinions, information and key points of an argument clearly</li> <li>c) Makes presentation and undertakes public speaking with skill and confidence</li> <li>d) Responds quickly to the needs of an audience and to their reactions and feedback</li> <li>e) Projects credibility</li> </ul>	✓		AF/I/T
4.1	<b>WRITING AND REPORTING</b> <ul style="list-style-type: none"> <li>a) Writes clearly, succinctly and correctly</li> <li>b) Writes convincingly in an engaging and expressive manner</li> <li>c) Avoids the unnecessary use of jargon or complicated language</li> <li>d) Writes in a well structured and logical way</li> <li>e) Structures information to meet the needs and understanding of the intended audience</li> </ul>	✓		AF/I/T
5.1	<b>LEARNING AND RESEARCHING</b> <ul style="list-style-type: none"> <li>a) Rapidly learns new tasks and quickly commits information to memory</li> <li>b) Gathers comprehensive information to support decision making</li> <li>c) Demonstrates a rapid understanding of newly presented information</li> <li>d) Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback)</li> </ul>	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
	e) Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)			
6.1	<b>PLANNING AND ORGANISING</b>  a) Sets clearly defined objectives b) Plans activities and projects well in advance and takes account of possible changing circumstances c) Manages time effectively d) Identifies and organises resources needed to accomplish tasks e) Monitors performance against deadlines and milestones	✓		AF//T
8.1	<b>ACHIEVING PERSONAL WORK GOALS AND OBJECTIVES</b>  a) Accepts and tackles demanding goals with enthusiasm b) Works hard and puts in longer hours when it is necessary c) Identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities d) Seeks progression to roles of increased responsibility and influence	✓		AF//T
3.	<b>EDUCATION AND TRAINING</b>			
3.1	Educated to level 4-6 academic qualification or equivalent, relevant professional/vocational training.	✓		AF/I
3.2	Accredited as a class 2A (Domestic inspector) with The Building Safety Regulator (HSE) Minimum	✓		
3.3	Working towards accreditation as a class 2 b-f (general building inspector) with Building Safety Regulator (HSE)		✓	AF
3.4	Member of a professional surveying organisation such as RICS, CABE, CIOB. Or actively working towards full membership	✓		AF/I