

Role Profile – Building Control Surveyor

INFORMATION ABOUT THE ROLE:

Group	Economy, Innovation and Growth
Service	Climate Change, Compliance, Planning and Transport
Location	Civic Centre (hybrid)
Line Manager	Principal Building Surveyor
Grade/SCP	E-I/3-31 £25,992-£40,476

JOB PURPOSE:

To manage a caseload of Building Control applications to ensure duty holder compliance with, and where necessary enforce all relevant aspects of, the Building Act 1984 (as amended), the Building Regulations 2010 (as amended), The Building Safety Act 2022 and associated legislation and guidance.

WHAT WE WANT YOU TO DO:

- To analyse and evaluate plans deposited ensuring relevant standards are satisfied. Issuing decisions and notices as required within statutory timescales.
- To carry out the inspection of building works and advising where action is required to ensure compliance with the Building Regulations, and their Approved Documents and all associated legislation.
- To act within and maintain own competence as set out in the Building Safety Regulator Competency Framework and Code of Conduct.
- To be involved, as appropriate, in the event of emergency situations occurring in the borough in particular to support the Council's 24 hour Dangerous Structures call out service.
- To respond to client enquiries and complaints, as appropriate by ensuring all such matters are addressed in an efficient and co-ordinated manner.
- To assist in monitoring service procedures and systems to ensure they remain appropriate and current, recommending changes to senior management as necessary.
- To liaise with clients, contractors, members of the public and statutory consultees to advise on Building Regulatory matters (under supervision where appropriate).





- To understand the processes and systems involved in building control and have the ability to use PC based packages to process and update applications records accurately.
- To advise on relevant contraventions and enforcement matters and take appropriate action to ensure compliance (under supervision where appropriate).
- To liaise within Development Control and the Council's other services, and with external agencies, to ensure the provision of an effective and integrated service to customers.
- To be involved, as appropriate, in the assessment of any Dangerous Structures.
- To implement the LABC Quality Management System (QMS) (or equivalent) to ensure quality controlled activities are consistently carried out in accordance with adopted procedures.
- To assist in monitoring service procedures and systems to ensure they remain appropriate and current, recommending changes to senior management as necessary.
- Take responsibility for monitoring jobs in progress in their allocated area.
- Such other responsibilities allocated which are appropriate to the grade of the post.

WHAT YOU NEED TO BE SUCCESSFUL...THE ESSENTIALS:

THE KNOWLEDGE

- Registered or working towards Class 1 Building Inspector role in the Building Safety Regulator Building Inspector Competence Framework (or equivalent)
- Full Driving Licence or access to mobility support

THE EXPERIENCE

- Experience of Building Control, legislation process and procedure.
- Competence gained in plan examination and site inspections.

THE SKILLS

- Strong customer focus and commitment to continuous improvement.
- Working as part of a team.
- Competent in using relevant IT systems, such as, Microsoft Office
- Good communication skills



OUR COMPETENCIES... HOW WE WANT YOU TO BE:

EMPLOYEES

CUSTOMER FOCUSED

Puts the customer first and provides excellent service to both internal and external customers

GREAT AT COMMUNICATION

Uses accessible and inclusive methods to express and deliver accessible information in a clear and concise way to ensure our diverse workforce and communities understand

TEAM PLAYER

Works with others to achieve results and develop good working relationships

MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

FLEXIBLE

Adapts to change and works effectively in a variety of situations

LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

