

Role Profile – Senior Building 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	K/34-37 £43,693-£46,731

JOB PURPOSE:

To manage a caseload of Building Control applications including more complex non-domestic 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 (including complex and non-standard applications) submitted with building control submissions against the Building Regulations requirements. Issuing decisions and notices as required within statutory timescales.
- To carry out site inspections and advise where action is required to ensure compliance with the Building Regulations, their Approved Documents, and all associated legislation.
- To act within and maintain own competence as set out within the Building Safety Regulator Competency Framework and Code of Conduct.
- To be involved, as appropriate, in emergency situations occurring within the borough, in support of the Council's 24 hour dangerous structures call-out service.
- To respond to client enquires and complaints as appropriate by ensuring they 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 and advise on Building Regulatory matters on complex projects or specialist areas.
- To understand the processes and systems involved in building control and be able to utilize current technology.
- To advise on relevant contraventions and enforcement matters and take appropriate action to ensure compliance, where appropriate, under supervision.
- To provide support and advice to Class 1 and Class 2 Registered Building Inspectors.
- To complete, as appropriate to experience, the assessment of 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 the monitoring of building work in progress within 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

- HND/HNC or equivalent in Building Surveying or Equivalent.
- Registered as Class 3 or Class 2F and working towards Class 3 Registered Building Inspector role in the Building Safety Regulator 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 in higher risk and complex buildings.
- Decision making covering complex and varied building projects and solving complex problems logically.



THE SKILLS

- Strong customer focus and commitment to continuous improvement.
- Good organizational and negotiation skills
- Competent in using relevant IT systems.
- Good communication skills.

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

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.

Shares and listens to information and ensures that employees views are sought out: listened to and make a difference.

Facilitates and empowers employees to make things happen. Treats individuals with respect and consideration.

TEAM PLAYER

Works with others to achieve results and develop good working relationships

DEVELOPING TEAMS AND INDIVIDUALS

Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership and high-level organizational issues, and encouraging individuals to stretch beyond their current capabilities

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

MANAGING PERFORMANCE

Effectively manages the performance of teams and individuals to ensure results are achieved

PERSONAL IMPACT

Is self-aware, learns continuously and adapts behaviour in response to feedback: Makes things happen, operates with resilience, flexibility and integrity



