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Principal Building Control Specialist

Grade PO12

Job Description

Job Purpose
The post holder to be the technical specialist on all Building Control matters and other allied legislation across the Borough under the overall guidance of the Building Control Manager.
Major Tasks
<p>This post is recognised as a highly specialised principal expert on all Building Control matters.</p> <p>Registered as a Class 3 Building Control Inspector the post holder will:</p> <ul style="list-style-type: none"> • Oversee daily activity and workloads of the team to meet objectives and targets • Responsible for coordination of quotes for potential work. • Undertaking appraisals, considering the technical, financial, and planning implications of schemes. • Developing design proposals, which provide the optimum solution for the client in terms of compliance, siting, orientation, energy rating, internal arrangement, appearance, and cost. • Leading multi-disciplinary design teams to achieve Client/Council/regulatory objectives achieving compliance and are ensuring completed within budget. • The preparation of detailed reports on applications, successfully integrating building fabric with structure, services, and ICT in a cost effective and innovative way to comply with regulatory standards. • Liaising and negotiating with statutory and regulatory bodies Planning, Fire Officers and service utilities to ensure that the proposals comply with legislation including CDM and other health & safety legislation. • Oversee the administration of applications including the development and negotiation of fees. • Lead on the enforcement of legislation, with the responsibility to oversee the consistency and compliance of the technical service; and address issues with wider bodies including Registered Building Control Approvers. • Promotion of service, and development of partnerships with construction sector • Line manage a number of surveyors. • Advises Building control Manager of progress of applications on a regular basis, seeking guidance as appropriate on complex matters. .
Contacts & Relationships
<p>Daily:</p> <ul style="list-style-type: none"> • Daily contact with project managers, architects, agents and external clients etc. to give professional advice to them on all aspects of the project and to discuss requirements including timescales, and quality. • All members of the design, client and building team, including external contractors, consultants and suppliers to exchange information, provide advice, assess, instruct on requirements, agree proposals, or solutions to issues and problems which may arise during the project • Daily contact with Building Control manager, Other council Officers within service area and across the council including Planning, Environmental Health, Housing • Public who play a variety of roles as the applicant or interested parties, including addressing complaints, or raising enforcement investigations / complaints outside

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bodies where relevant to prosecute / address work undertaken by Registered Building Control Approvers

Frequent:

- Service Delivery Manager and other Senior Officers and Service Managers to seek advice and keep them informed of progress
- Other Service Managers, Group Managers and Team Leaders across the Council– Including Estates and Investments, Legal services, environmental health, engineers to negotiate schemes they have submitted, or to request action – such as enforcement, notices, and direct action, where an external Building control approver has certified schemes.
- External bodies such as Fire Service, Severn Trent and Health and Safety Executive to negotiate and obtain approvals report possible problems for the proposed scheme.
- LABC and similar bodies regarding national legislation and guidance, enforcement, prosecution
- Building Safety Regulator – as an appointed body to undertake work on their behalf, within or outside of the administration area (high risk buildings)
- Elected Members –to give professional building control advice on a range of complex building issues
- Parish Councils, Stakeholder groups, and Third Parties, including CICAIR to provide guidance, and information

Creativity

- Produce and amend policy by effective liaison with other business units within the council, external stakeholders and public bodies, providing professional advice and guidance (e.g. building control policy / enforcement policies).
- To exercise delegated powers in approving or rejecting plans submitted for approval and for the relaxation of the regulations in certain circumstances.
- Responsible for preparing reports setting fee charging schedules.
- Responsible for quoting fee package on potential new work.
- Responsible for reviewing junior member of the teams work and authorisation – (from apprentice to senior building control officer)

The post holder requires a high level of creativity to deliver the following work:

- Checking Applications, evaluating information and showing a logical approach.
- Negotiating with agent's architects and other interested parties.
- Analyse and interpret client's needs and brief to advise on imaginative and cost effective solutions provided new buildings or refurbish/adaptations of existing buildings.
- On a regular basis, create solutions to complex and unique circumstances, which successfully blend together conflicting criteria, such as cost, quality, compliance and time. With consideration to enforcement of matters where retrospective, including prohibition orders, and liaising with other public bodies to ensure a holistic approach to legislation
- Ensure the best use of construction methods by working with the design team/contractors and suppliers to devise innovative methods of construction and delivery where necessary.
- Must have good inter-personal skills with the ability to negotiate capably and effectively both verbally and in writing.
- Composes letters and other written material which will impact on the Council's legal and financial position in relation to design matters.
- Writing complex reports as sources of evidence and matters of policy.
- Determine customer requirements and compare them against legislative constraints.

Decisions

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- The post holder will be expected to make decisions and recommendations which will affect others for example in the use of buildings and premises; and in complex cases may serve prohibition notices
- Autonomy to assess, respond and action requires to dangerous structures immediately; or instruct legal proceedings for a court order.
- Deciding how to resolve a design or technical issue relating to the construction of the building. For example deciding how the structure and services installation should be integrated, and approve / reject designs accordingly
- Considering procurement options and instruct and taking appropriate action to the client/contractor and or Building Control Manager
- After discussion and consideration with others in the construction team, have the autonomy to decide how the design will comply with legislation/sustainability etc.
- prepare and consult upon new policies and procedures for the Local Authority to adopt
- Carry out risk assessments and implement.

Management & Supervision

- The post holder has direct line management responsibilities for junior members of the team. 2x senior building control surveyors, 2 x area building control surveyors; 2x assistant building control surveyors; and 2 x graduate building control surveyors. 2x LABC seconded surveyors
- The post holder is responsible for supervising, mentoring and guiding assistants, trainees, customer support officers (across Development Management), apprentices and students
- The post holder will have occasional supervision of staff on a job by job basis.

Supervision Received

- The post holder reports to the Building Control Manager, for day to day management issues but will largely work independently, seeking guidance only on contentious or unusual applications / enforcement matters, and to discuss Service Delivery Unit issues.
- Occasional support from Service Delivery Manager where required.
- The post holder has considerable autonomy for workload organisation in respect of own caseload and allocation to the tea, to undertake duties without day to day supervision

Complexity

- The post holder requires in-depth knowledge of Building Control Regulations, associated legislation and Council Building Control policy & practice, but also an ability to think through wider corporate and 'political' issues.
- The Post holder shall be register as class 3 Building Control Inspector and retain competencies. In addition the post holder shall be in possession of level 6 competency in order to work on high-rise and, care facilities, hospitals and other complex buildings
- The post holder is responsible for implementation of the Building Regulations and allied legislation from inception to completion, on projects which will usually be of a highly complex, demanding and diverse nature, with competing needs
- It will involve dealing with a range of demanding tasks, and a thorough understanding of the Building Regulations and associated legislation, Council policy and their implications in relation to construction projects varying in size and complexity. The post holder must also be aware of the potential public relations implications of high profile projects.
- The nature of the tasks varies widely which adds to the complexity, e.g. deciding on the best foundations design, through to deciding on a particular detail on the construction of the roof; resolving enforcement matters, to protect the public, which in some cases can result in prohibition orders, exclusion zones, and rehousing residents.

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<p>Working holistically across services and public bodies to address these complex life safety issues.</p> <ul style="list-style-type: none"> • At any one time the post holder will be working on a number of different projects, and varying stages in the design / construction process. This will require excellent time management skills and ability to motivate and lead others in the project teams. • Will show professionalism and integrity in handling Building Regulation applications, inspecting work when faced with hostility from interested parties. Exercising judgement in the extent of criticism levelled against sub-standard work.
<p>Resources</p> <p>Responsible for personal issued Laptops, mobile phones and safety equipment, in the office and whilst out on site.</p>
<p>Impact</p> <p>Responsible as one of the technical leads of all Building Control matters across the Borough Leading on the promotion of Building Control services to new and existing users as we compete with Approved Inspectors to generate work, income and increase job security. Loss of work to the Approved Inspectors leads to loss of revenue.</p> <p>Leading on the response to managing Dangerous Structures which is a priority 1 in the corporate emergency plan, ensuring that health and safety of the public is priority and reducing threat of injury or adverse publicity for the Council.</p> <p>This includes authorising exclusion zones and prohibition notices, seeking court orders which can be in place for a significant period of time whilst remediation works are carried out</p>
<p>Physical Demands</p> <p>Office based duties would meet the level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events.</p> <p>Officers are on site on daily basis for long durations, completing site visits on a variety of development sites – from private residential uses, to large scale major development sites, with varying degrees of risk. Site inspections may be considerable distance from any parking accessing work sites in use, climbing ladders, working at heights and inspecting foundations. Officers will need to assess dangerous structures, where risks are unknown.</p> <p>Officers will be walking and standing up for a significant part of their day, and subject to working outside and exposed conditions. Officers will drive to all site visits which are carried out throughout the year</p>
<p>Working Environment</p> <p>Approximately 20% of the time this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There will be daily driving activity as site visits are carried out and officers will be exposed to conditions such as would be found in active construction sites and premises.</p> <ul style="list-style-type: none"> • Exposure to special hazards due to the inspection of sewerage installations such as Hepatitis and Weil's disease. • Exposure to special hazards due to the contamination of buildings and land by previous uses which when disturbed during work could be inhaled or contracted through contact.

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- The inspection of work which could involve personal hazards and all environmental conditions.
- The sites are often complex and may not have relevant health and safety procedures, and risks may be unknown. – eg exposure to asbestos, dangerous scaffold, rotten floor boards covered in debris; falling ceilings

Emotional Context

Due to the nature of this role the officer would occasionally come into contact with situations that are contentious for the officer as they deal with building regulations that may incur great cost and disadvantage to individuals especially where prohibition notices or exclusion zones are erected. These instances are limited but do occur.

Making daily decisions on life safety, fire safety, and structural stability for example can become taxing.

Other

ESSENTIAL CAR USER ALLOWANCE

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

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Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • Degree and a Member of the Royal Institution of Chartered Surveyors(Building Control) or Association of Building Engineers(Building Control) • Registered Class 3 Building Control inspector ; and continued assessment ad registration as required by legislation to practice at this level • Level 6 Competency - LABC Fire Safety ;Managing legislative compliance (enforcement); safety at sports grounds • Evidence of continuing professional development.
Experience	<ul style="list-style-type: none"> • Significant Experience of the conceptual and detail design of complex new build and refurbishment projects • Significant Experience of working as part of and also leading multi-disciplinary project teams • Significant Experience of the day to day liaison and communication with contractors, clients, statutory authorities • Significant Experience of having successfully completed a number of high quality complex projects, including negotiation • Significant Experience in leading the development of policy •
Knowledge	<ul style="list-style-type: none"> • Significant knowledge of Building Regulations, building construction and technology and allied building legislation and be able to devise technical solutions of a high standard. • Ability to examine plans and technical drawings for the full range of building projects for compliance with relevant regulations <p>Significant Detailed working knowledge of :</p> <ul style="list-style-type: none"> • Legislation affecting design and construction is essential and health and safety. • Building Construction and the remedies available to address defects • Enforcement Proceedings and legislation, and impacts on end users • Products and design to create solutions • Political awareness. • Council Priorities and other area service objectives
Skills	<ul style="list-style-type: none"> • Excellent oral and written presentation skills and be able to communicate effectively with colleagues, design team members clients, and contractors. • Able to interpret client requirements and devise innovative, practical solutions • Ability to negotiate and persuade, external partners and other organisations concerning complex and large scale issues to achieve high quality sustainable and safe outcomes Good design and presentation skills are essential • Good organisation skills – able to organise resources and information, and prioritise work tasks to operate largely on own initiative in relation to management of the workload and supervision of the team

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	<ul style="list-style-type: none"> Excellent analytical and appraisal skills to enable the post holder to consider different design solutions at both strategic and detailed levels.
Personal style & behaviours	<ul style="list-style-type: none"> As a council employee you will be supported and expected to demonstrate the Council's Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages. Must show initiative and flexibility. Motivated and passionate to create safe and sustainable communities. Team worker. Customer focussed. Making our customers our priority. Confident and able to deal with people in sometimes difficult situations Demonstrate Leadership Develops good relationships with others by behaving with integrity, treating people with respect and leading by example Willing to abide by the Council's Equal Opportunities Policy as an employee of the Council and to promote non-discriminatory practices in all aspects of work undertaken. Willing to take personal responsibility under and abide by the Council's Health and Safety Policy Resilient Must have initiative and a determination to deliver successful projects for clients, of a high standard on time and within budget. Tenacious drive for continuous improvement and making a real and positive difference to the community and profession.
Fluency Duty	<p>This post has been identified as a customer facing role and therefore the holder is required to fulfil their statutory duty under Part 7 of the Immigration Act 2014. As a public body the Council is obliged to ensure member of staff in such role to have a command of spoken English which is sufficient to enable the holder to perform the performance of their role.</p> <p>The ability to converse at ease with customers and provide complex, detailed legislative advice in accurate English is essential for the post.</p>
Political Restrictions	None

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria

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unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	x
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>