

Post Title: Area Surveyor

Grade: 8-9

Section: Building Control

Responsible To: Principal Area Surveyor

Date Prepared: October 2023

Job Purpose and Work Objectives

- To deliver excellent customer service within Building Control.
- Keep up to date with relevant legislation embedded in your professional practice.
- To support the service to maintain and improve its market share.
- To meet the service's professional development and CPD plans/requirements

Band 8

- To provide Building Control professional services
- To use a risk-based assessment of building projects
- To engage with the business and service planning process and ensure practice supports these aims.
- To support the development of policy and procedures relevant to a professional Building Control Service.
- To comply with safe systems of work.
- To plan and manage projects.

Band 9

- As band 8 but also including.
- To provide expert Building Control professional services.
- To identify and report current and emerging risks whilst using a risk-based assessment of building projects.
- To support the development of more junior staff and trainees.
- To provide mentoring and supervision to junior staff relevant to their registration class.
- To understand the business and service planning process and ensure practice supports these aims.
- To develop policy and procedures relevant to the professional Building Control Service.

- To support the development of safe systems of work where relevant.
- To plan and manage significant projects.

Service Specific Responsibilities

- Work in accordance with the Code of Conduct for Registered Building Inspectors.
- To check Building Regulation applications, prepare fire plans, give guidance, undertake consultations with both internal and external bodies and issue decisions within statutory time limits and service standards.
- To undertake site inspections in accordance with statutory requirements, client's requests and service level agreements and to manage any subsequent conflict that may arise.
- Check and maintain accurate records in relation to all building control activity.
- To undertake investigations of breaches of Building Regulations and associated legislation, take appropriate action in accordance with Council policy, collate evidence, prepare reports and appear in court as necessary.
- To determine dangerous structures and take appropriate action during working hours as well as provide cover for out of hours work on a rota basis.
- To inspect buildings intended to be demolished in accordance with agreed Council policies.
- To provide information and guidance to members, officers, the public and other groups on Building Regulations and other community liaison issues and provide reports where necessary.
- To assist with training of new or less experienced staff including supervision of other staff registered as level Class 1 Building Control Surveyors in accordance with the needs of the business and the Building Safety Regulators Operational Standards Rules.
- To investigate and consider contraventions of the Building Regulations and associated legislation and to make recommendations regarding legal proceedings, including appearing in court as a professional witness on behalf of the Council.
- To help identify and assist on matters of continuous improvement within the Service.

Band 8

- Use the specialist technology systems such as GIS and client management systems.

Band 9

- Use and maintain the specialist technology systems such as GIS and client management systems.
- Within the limits of competence, support and supervise Class 1 and Class 2A Registered Building Inspectors in accordance with the management framework including, where agreed, the delegation of plan checking, site inspections and other duties.

This post attracts an essential car user allowance.

Corporate and Other Duties

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all their entire staff share this commitment. As part of this commitment all staff will attend a safeguarding briefing as part of their induction and be expected to familiarise yourself with the safeguarding policy.

Generic Competencies

As a registered professional the post holder is required to be proficient in all areas within Level Three of the Council's Competency Framework.

Understanding and Promoting Core Values and Behaviours

In fulfilment of the role, the post holder will be expected to be aware of, take account of and demonstrate the Council's agreed core values and behaviours.

Working corporately and with partners.

Where necessary, to assist and actively contribute to the development and delivery of corporate or partnership projects/initiatives.

Consistent approach - working to the agreed codes of practice.

Where applicable, the post holder will be required to work in line with agreed Codes of Practice

Health and safety, regulatory and legal

- To understand the legal and regulatory framework in which the role will operate and work within it.
- To give due consideration to health and safety in the carrying out of duties.

Signed: _____ Dated: _____



If you require this Job Description in another format eg large print, please contact Customer Services on 01427 676676, by email customer.relations@west-lindsey.gov.uk or by asking any of the Customer Services staff.

Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Management has the right to vary the duties after consultation with you.

