



ADUR & WORTHING
COUNCILS

Person Specification

Authority:	ADC / WBC
Directorate:	Economic Growth
Section:	Building Control Partnership
Post Title:	Building Control Surveyor
Post Number:	
Accountable to:	Principal Building Control Surveyor
Management responsibility for:	N/A
Authority to liaise with:	<p>Other officers of the Council Officers of other Local Authorities Officers of the Fire Authority Members of the public Agents Construction professional Building Contractors Local Health Authorities Southern Water Services Ltd Sussex Police Environment Agency Health and Safety Executive Governmental and other research institutes Sub-contracted services</p>

Area	Requirements	
Qualifications	Essential	Desirable
<i>Professional Registration (where applicable)</i>		Corporate member of RICS / ABE or working towards membership.
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or	Extensive knowledge of building regulations and associated legislation	Knowledge of Quality Assurance systems.

<p>more categories as/where appropriate)</p>	<p>Experience working in Building Control, including site inspection, plan vetting, and dealing with dangerous structures and demolitions</p> <p>Comprehensive understanding of the construction industry and construction methods</p> <p>Good knowledge of construction health and safety</p>	<p>Knowledge and understanding of modern customer service delivery methods.</p> <p>Knowledge of the planning system and its relationship to Building Control.</p> <p>Experience in working in a multi disciplinary team, both as leader and contributor on building control matters.</p> <p>Detailed knowledge of relevant H&S legislation.</p>
<p>Skills</p>		
<p>Communication/ relationship</p>	<p>Internal: Ability to work as part of a team Ability to communicate clearly and confidently</p> <p>External: Ability to communicate clearly and confidently Ability to deal with difficult people in difficult situations</p>	
<p>Analytical/ judgmental</p>	<p>Able to apply all aspects of the Building Regulations to complex Building Regulation submissions and communicate to the agent any implications and additional requirements.</p>	
<p>Planning/ organisational</p>	<p>Must be well organised and able to manage own time and workloads within agreed deadlines.</p>	
<p>IT</p>	<p>Computer literate and have a sound working knowledge of Microsoft Office / the Google suite of products. The ability to efficiently type own records, reports, emails etc on computer</p> <p>Able to embrace new technology.</p>	<p>Sound working knowledge of computerised databases (preferably IDOX's Uniform and EDRMS systems).</p>
<p>Abilities</p>		

Physical	Able to work on building sites including climbing ladders and moving through confined spaces.	
Mental	To be a team player. Able to work under pressure and adopt a flexible approach to change. Innovative and pro-active approach to recognising and solving problems. Commitment to continuing Professional Development.	
Emotional	Enthusiastic to the development of client focused working practices. Empathy with members of public and staff. Good motivational skills.	
Working conditions / Style	Able to deal with difficult situations (e.g. dangerous structures) in calm and authoritative manner. Able to resolve difficult and sometimes confrontational situations and impose requirements on unreceptive customers. Carry out site inspection work in all weather conditions.	
Other:		
<ul style="list-style-type: none"> • Full driving licence and own transport appropriate to carry out the duties of the position. 		

Person Specification agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	

Line Manager: <i>(print name)</i>	
Signature:	
Date:	
Executive Head of Service: <i>(print name)</i>	
Signature:	
Date:	