

# Job Description

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## 1. Job Details

Job Title: Assistant Building Control Officer

Post Number: ASTBUILCO

Directorate: Resources

Section: Planning and Regeneration

Tier: 5, Grade: E

Responsible to: Building Control Manager, Senior Building Control Officer and the Building Control Officer

Responsible for: N/A

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## 2. Job Purpose

- Examine building plans and undertake work inspections to ensure public safety, accessibility and conservation of energy, is served by compliance with building regulations.
  - Provide an advice and consultation service to the public, architects and designers to minimise the number of rejected building regulations applications.
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## 3. Main Responsibilities

- Review development plans to make certain that they are not in breach of building regulations.
- Serve notices to approve or reject proposed building work ensuring that prescribed time periods are met.
- Inspect building site work so that the requirements of the building regulations are maintained at all times.
- Investigate any reported unauthorised building work and recommend appropriate enforcement action.
- Take action to ensure that dangerous structures are made safe to avoid accidents and minimise the risk of legal action being taken against the Council.
- Give advice to the public, designer and architects to support them with the completion of building regulations applications
- To keep abreast of any changes in any legislation, policies and strategies that affect the competency of the section.

- Maintain accurate and timely records that demonstrate execution of duties.
  - Liaise with fire safety, structural and drainage specialists so that the requirements of the building regulations are met during construction work is assured.
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#### **4. Decision making**

- Check plans and undertake inspections for compliance with building regulations. Assess the integrity of potentially dangerous structures. Agree compliance with the regulations on site. Inspect sites of, and, buildings being demolished.
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#### **5. Financial Responsibilities**

- Raise invoices in relation to inspection fees. Collect payments from customers and transfer the payments into the appropriate account.
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#### **6. Key Contacts**

- Developers, builders, architects, the public and other sections of the Council.
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#### **7. Standard Clauses**

##### **Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

##### **Equality and Diversity**

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

##### **Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

##### **Performance Management**

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's

Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the Council’s Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council’s ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council’s Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by: Peter Baker, Building Control Manager**

**Date: 1 December 2009**

**Version: 1.0 – 1 April 2013**

**I understand and accept the job duties and responsibilities contained in this job description.**

**Signed..... Dated.....**

# Person Specification

**JOB TITLE:** Assistant Building Control Officer **POST NO:** ASTBUILCO

Essential Criteria	Assessment	Desirable Criteria	Assessment
<b>EXPERIENCE</b>			
Experience of working with Building Control.	A,I	Experience of supporting training Student Building Control Officer's.	A,I
Experience of working as part of a team.	A,I		
<b>QUALIFICATIONS</b>			
3 A Levels at grade C/4 or higher (or equivalent) or a Level 3 Apprenticeship in a Construction or Property related discipline.			
Membership of relevant professional institute, either the Royal Institute Chartered Surveyors, Chartered Institute of Building, or Association Building Engineers or about to achieve this level.	A,D	An associated academic qualification i.e. fire engineering, structural engineering, management studies, accessible design.	A,D
<b>SKILLS &amp; KNOWLEDGE</b>			
Thorough knowledge of the Building Act, the Building Regulations and enforcement procedures	A,I,T	Involvement in dangerous structures, demolition, marketing, partnerships.	A,I
Ability to check plans and inspect site works for conformity.	I,T		
Ability to use a range of ICT packages including GIS.	I,T		
<b>OTHER REQUIREMENTS</b>			
Current car driving licence.	A,D	Knowledge of local government working.	I
Good communication skills both written and oral.	A,I		
Computer literate in all Microsoft office applications or similar.	A,I,D		
Able to manage a heavy and demanding workload.	I,A		

Assessment: **A** – Application Form    **I** – Interview    **T** – Test    **D** – Documentation

**Version: 2.0 – 24 July 2019**