 WOKINGHAM BOROUGH COUNCIL	<h2>Job Description</h2>		Job Reference
Job Title	Building Control Surveyor – General Level 5/6		
Service	Place & Growth	Team	Building Control Solutions
Location	Shute End		
Reports to	Team Manager		
Responsible for	Mentoring of less experienced colleagues i.e., Trainee or Assistant Building Control Surveyors when assigned		
Grade	Type of position:		Date
Grade 8	Permanent Full Time		
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<u>Service Purpose</u>			
<p>Building Control is a statutory service within local government that is required legally to achieve a self-financing position and be competitive with private sector Building Control providers.</p> <p>Building Control Solutions is a shared service that has responsibility for the Borough of Wokingham (WBC) and the district of West Berkshire Council (WBDC).</p>			
<u>Purpose of the role</u>			
<p>To undertake technical assessments/activities (on Band A and B building types) and make decisions on those assessments, using skills that would have been gained through qualifications and practical experience, to effectively deliver the Building Control function throughout the Council’s jurisdiction and as part of any partnering or similar scheme, ensuring buildings comply with the relevant regulatory standards in terms of health, safety, sustainability, energy conservation, accessibility and design.</p> <p>To be able to effectively manage a range of projects from domestic and dwelling houses up to 5 storeys and a range of non-domestic projects up to 5 storeys, examining plans and carrying out site inspections, initiating and dealing with enforcement action.</p> <p>Assessing dangerous structures and implementing immediate remedial works.</p> <p>Where appropriate and within limits of competence to provide supervision and management of the work of others within the Building Control sections management framework. e.g. trainees, assistants and surveyors not having the appropriate band of competence.</p>			

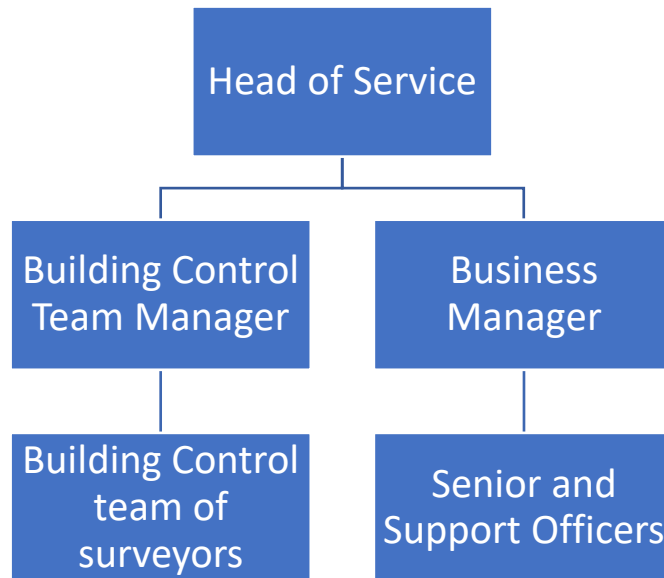
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Main Accountabilities

1	To discharge the council's delegated powers and duties as required by the Building Act 1984 and other legislation and to provide appropriate and proportionate advice to the responsible officer concerning decisions about compliance with the Building Regulations etc in relation to Band A and B Domestic buildings – and being within the limits of the post holders competence.
2	Based on validated competence, without direct supervision, manage a portfolio of Band A and Band B development sites, including non-domestic low risk schemes (including new applications, regularisation and reversion applications) and maintain proper records, for plan appraisals and site inspections, the evaluation of work/remedial action, working within a framework for inspections of domestic and non-domestic projects to ensure compliance with current Building Regulations, Building Act 1984, allied legislation and technical standards.
3	Under supervision (based on validated competency), manage a caseload of Band C technical projects (including new applications, regularisation and reversion applications) and maintain proper records, for plan appraisals and site inspections, including non-domestic high-risk buildings and dangerous structures and undertake 'out of hours' work in accordance with a team rota and with appropriate supervision. Carry out remedial/enforcement action as required under the direction/supervision of a more competent/validated Building Control Surveyor.
4	Within the limits of competence provide accurate information, advice, and professional support to businesses and/or individuals, in accordance with the inspection framework or through 'spot checks' and ensure appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.
5	Either inside the band of competence, or outside of it but under supervision, investigate matters, including complaints from elected members and the public, the control of demolition, dangerous structures, contraventions and unauthorised works and initiate and undertake enforcement action, as necessary, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council's obligations under the Building Act 1984 and be available to partake in the "Out of Hours" rota. The post holder will arrange for files of evidence to be deposited with the council's solicitors and where necessary attend magistrates court as the council's expert witness in associated enforcement cases. All actions, taken whilst compiling reports on continuing work and decisions taken for the health, safety and welfare of the wider community will be notified to the management team.
6	Within the limits of competence support and supervise, in accordance with the management framework, other members of the team including, where agreed, the delegation of plan checking, site inspections and other duties.
7	Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach to the provision of guidance, advice, and service delivery.
8	Establish and maintain appropriate links with building professionals, providing an excellent customer-focussed service (either face-to-face or other appropriate form of communication) and support the development of the building control service and with the exploration of new and expanding markets to encourage new and repeat business.
9	Respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/or end of the day.
10	Understand the vision, values, and strategic priorities of the Council so that Officers are engaged and motivated to deliver the Council's strategic and service priorities and objectives.
11	Actively pursue personal development of skills, knowledge, and competency necessary for effective performance in the role, for the team, service, and authority.
12	Contributing to the continued registration to ISO 9001.
13	To positively contribute to a strong, efficient, and effective performance culture with a focus on service excellence and customer satisfaction.

Supervision Received	<ul style="list-style-type: none"> - Reports to the Team Manager who oversees the day-to-day operational management of the surveying team within Building Control Solutions. General advice and guidance on technical policy and interpretation of the Building Regulations is given by the Team Manager.
Supervision Given	<ul style="list-style-type: none"> - To assist in the education, training and gaining of experience of all team members. Development and training of less experienced and qualified staff on all aspects of the building control function, when designated i.e., Trainee or Assistant Building Control Surveyors.
Contacts & Working Relationships	<ul style="list-style-type: none"> - Regular contact with officers of the Authority at all levels, Council Members, other Local Authorities, statutory bodies, members of the public, applicants, agents, building contractors and the emergency services. To ensure a high quality, best value service is developed and maintained in competition with the Private Sector Building Control Bodies. - High levels of possible conflict situations with service users, requiring appropriate people management skills to deal with difficult situations.
Management of resources or budget	N/A
Special Factors	<ul style="list-style-type: none"> - High levels of possible conflict situations with service users, requiring appropriate people management skills to deal with difficult situations. - Must have the ability to make professional judgements in respect of compliance with Regulations and allied legislation, which often have far reaching effects and potentially serious financial/ health and safety implications. - Must have the ability to make 'on the spot decisions' whether the building work should continue or not, or whether they are dangerous, both under pressure. - Must have financial awareness skills, as the service has a statutory responsibility to be self-sufficient and self-financing over a three-year rolling period. - Must hold a Clean Driving License. - Must be able to undertake full range of building control inspections including climbing ladders up scaffolding or down into foundation trenches. - Able to work from home. - Must be able to work occasional unsociable hours.

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
<ul style="list-style-type: none">– Educated to degree level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level.– Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.	E E	
Technical Skills.	Essential	Desirable
<ul style="list-style-type: none">– Authorised by the Building Safety Regulator to act as a licensed building regulations inspector, with proven skills and competency to work either:–	E	

<ul style="list-style-type: none"> – A. without supervision on domestic and non-domestic projects (up to Level 5A of the LABC Detailed Competency Matrix or its equivalent) or; – B. under supervision on high-risk buildings (Level 6 of the LABC Detailed Competency Matrix or its equivalent). – Highly effective written, oral, communication and presentation skills with the ability to maintain accurate records. – Technically competent individual who demonstrates logical methods of working, shows attention to detail and provides clear professional advice. – Ability to thoroughly examine architects' plans, undertake site inspections and compile reports and keep written records to justify decisions made in relation to the practical application of the building regulations, within the context of investigation by the Building Safety Regulator and the personal liability imposed upon all Inspectors by the Building Safety Act. – A range of good ICT skills including efficient keyboard use to produce own correspondence, email management, data input and use of relevant office programs and software. – Good interpersonal/ people skills, self-motivated and a productive team player, able to co-ordinate work activities to maximise service delivery. – Ability to think & act with a pragmatic and creative approach to problem solving complex issues, breaking these down into manageable parts and think through the implications of decisions. Able to work flexibly and adapt to changing priorities. – Ability to work on your own initiative with minimal supervision. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	
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<ul style="list-style-type: none"> – Able to set challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery. – Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence. – Able to influence in a positive manner and support others with new ways of working to ensure business objectives are achieved. – The post holder must be able to demonstrate, using the competency framework, the ability to carry out the duties and tasks commensurate with competency level 5A. 	<p>E</p> <p>E</p> <p>D</p> <p>E</p>	
<p>Knowledge</p>	<p>Essential</p>	<p>Desirable</p>
<ul style="list-style-type: none"> - Demonstrate good knowledge of the construction industry, methods, techniques, and materials. - A good knowledge of legislation, regulations, and professional codes of practice for the service area, including the operational standards and rules set by the Building Safety Regulator and legislation relating to construction and the Health and Safety at Work (etc.) Act 1974 and associated Building Control functions offered by a Local Authority. - Demonstrate a good understanding of local government services and procedures. - Have a good understanding of professional boundaries and how they impact on service delivery within the setting of local government. 	<p>E</p> <p>E</p> <p>D</p> <p>E</p>	

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<ul style="list-style-type: none"> - Understand financial constraints and how they impact on service delivery. 	D	
Experience	Essential	Desirable
<ul style="list-style-type: none"> – Substantial experience in Building Control, working on Band B buildings, together with post qualification experience. – Experience of providing high standards of customer service across a range of diverse activities. 	<p>E</p> <p>E</p>	
Other	Essential	Desirable
<ul style="list-style-type: none"> – Energetic and driven individual that demonstrates a solid work ethic. – Ability to work independently as well as part of a team. – Ability to maintain good working relationships with stakeholders at all levels, representing the authority in an effective and professional manner. – Confident and self-motivated with an aptitude to think laterally. – Confidence to challenge how things are done and offer solutions or alternatives in a constructive and personable way. – Commitment to the organisation’s aims and values for equal opportunities. – Understands the contribution the role makes to the service and organisation, thinks outside own area to appreciate the aims of other services. – Carry out all functions in a responsible, respectful and collaborative manner. – Full driving license and own vehicle suitable for use at work and/or access to 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>E</p>

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<p>a mode of transport which allows the post-holder to carry out the duties of the role.</p> <ul style="list-style-type: none">– Ability to work in various locations which will require the post holder to work on construction sites across rough terrain, climbing ladders and entering trenches, etc.– Flexibility.	<p>E</p> <p>E</p>	
Completed by:		Date:

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