

# Building Control Surveyor

*Final*

*Date: 31/08/2018*

**POST:** Building Control Surveyor

**SERVICE:** Regulatory Service

**SECTION:** Building Control

**BAND:** 8

**REPORTS TO:** Building Control Manager

**RESPONSIBLE FOR:** N/A

**TYPE:** 1) Hot desking or Agile/Mobile Working  
1a) Hot desking in Basildon Centre  
1b) Hot desking, any Basildon site with secure network.  
1c) Hot desking, any location.  
2) Field worker

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

## **MAIN PURPOSE**

### **GENERAL INFORMATION**

The primary role of the postholder is to assist in the enforcement of Building Regulations and assist in disabled access works. You will be responsible for the supervision of building within and across the district. Secondary roles will include contribution to all the Service activities. The postholder will be required to be flexible and adaptable in responding to the fast changing needs of the Service.

### **DUTIES**

1. To carry out under the direction of senior staff statutory and routine inspections under the Building Regulations as required by service policy. It is essential to have the ability to translate the details shown on plans into a practical appraisal of the work under construction.
2. The post holder may be required to make on-site decisions relating to building works and to be capable of offering constructive and accurate advice to clients regarding problems encountered and propose solutions. The postholder may require rectification of works and must ensure that such works are carried out satisfactorily.
3. Records of the post holder's inspections instructions and on-site decisions are required to be maintained to meet all legal and financial implications of the duties.

4. Examination of submissions for consent under Building Regulations and similar related duties as necessary to ensure compliance with Building Regulations, Codes of Practice, British Standards and, where appropriate, European Legislation. Be able to read and work from plans and specifications. Be able to prepare plans of work as necessary.
5. Maintain administrative returns, monthly statistics of commencements and completions and initiate accounts for fees due to the Service for inspections and other duties.
6. Be aware of the progress of approved developments within the District and the nature and extent of any unauthorised works, and report to supervising surveyor as necessary. Be aware of the condition of existing buildings and report any dangerous structures at the earliest possible moment. It is a requirement to be able to carry out supervision of all elements of buildings from foundations to climbing ladders to roofs etc.
7. Keep abreast of revised or new legislation affecting the duties of the Service, attending technical meetings and in-house meetings as required. Be able to fully use the Service IT after any introductory training.
8. The willingness to undertake continuing training is essential.
9. To undertake such other duties and, with suitable training, contribute to Service activities in other fields as directed appropriate to the grade responsibilities and qualifications of the post. These include CDM-C, Access Audits, Energy Audits, Disabled Grant Consultancy, SAP/SBEM calculations.
10. Undertake all the duties within the framework of Equal Opportunities.
11. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
12. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

## PERSON SPECIFICATION

<b>Position Title:</b>	Building Control Surveyor	<b>Date Prepared:</b>	31 <sup>st</sup> August 2018
<b>Department:</b>	Building Control	<b>Band:</b>	Band 8

<b>AF= Application Form</b>	<b>I = Interview</b>	<b>T= Test</b>
-----------------------------	----------------------	----------------

	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Have a sound knowledge of building construction particularly	✓		AF/I/T
1.2	Minimum of 4 years post qualification experience in Building Control	✓		AF/I/T
1.3	Experience in appraising building regulation submissions on commercial properties.	✓		AF/I/T
1.4	Experience in Fire risk assessments or energy certifications		✓	AF/I/T
1.5	Good I.T skills with experience in flexible and mobile working		✓	AF/I/T
<b>2.</b>	<b>COMPETENCIES</b>			
	<b>DECIDING AND INITIATING ACTION</b>			
1.1	<ul style="list-style-type: none"> <li>a) Makes prompt, clear decisions which may involve tough choices or considered risks</li> <li>b) Takes responsibility for actions, projects and people</li> <li>c) Takes initiative, acts with confidence and works under own direction</li> <li>d) Initiates and generates activity</li> </ul>	✓		AF/I
	<b>WORKING WITH PEOPLE</b>			
2.1	<ul style="list-style-type: none"> <li>a) Demonstrates an interest in and understanding of others</li> <li>b) Adapts to the team and builds team spirit</li> <li>c) Recognises and rewards the contribution of others</li> <li>d) Listens, consults others and communicates proactively</li> <li>e) Supports and cares for others</li> <li>f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses</li> </ul>	✓		AF/I
	<b>ADHERING TO PRINCIPLES AND VALUES</b>			
2.2	<ul style="list-style-type: none"> <li>a) Upholds ethics and values</li> <li>b) Demonstrates integrity</li> </ul>	✓		AF/I

	<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
	<ul style="list-style-type: none"> <li>c) Promotes and defends equal opportunities, builds diverse teams</li> <li>d) Encourages organisational and individual responsibility towards the community and the environment</li> </ul>			
	<b>PERSUADING AND INFLUENCING</b>			
3.2	<ul style="list-style-type: none"> <li>a) Makes a strong personal impression on others</li> <li>b) Gains clear agreement and commitment from others by persuading, convincing and negotiating</li> <li>c) Promotes ideas on behalf of self or others</li> <li>d) Makes effective use of political processes to influence and persuade others</li> </ul>	✓		<b>AF/I</b>
	<b>APPLYING EXPERTISE AND TECHNOLOGY</b>			
4.2	<ul style="list-style-type: none"> <li>a) Applies specialist and detailed technical expertise</li> <li>b) Develops job knowledge and expertise through continual professional development</li> <li>c) Shares expertise and knowledge with others</li> <li>d) Uses technology to achieve work objectives</li> <li>e) Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity</li> <li>f) Demonstrates an understanding of different organisational departments and functions</li> </ul>	✓		<b>AF/I</b>
	<b>DELIVERING RESULTS AND MEETING CUSTOMER EXPECTATIONS</b>			
6.2	<ul style="list-style-type: none"> <li>a) Focuses on customer needs and satisfaction</li> <li>b) Sets high standards for quality and quantity</li> <li>c) Monitors and maintains quality and productivity</li> <li>d) Works in a systematic, methodical and orderly way</li> <li>e) Consistently achieves project goals</li> </ul>	✓		<b>AF/I</b>
<b>3.</b>	<b>EDUCATION AND TRAINING</b>			
3.1	Have an acceptable construction related qualification or suitable experience.	✓		<b>AF/I/T</b>
3.2	Professionally qualified – surveyor. RICS, CABE, CIOB	✓		<b>AF/I/T</b>
3.3	Current driving licence. Access to Own Car.	✓		<b>AF/I/T</b>
3.4	Building or construction related degree or HND or equivalent	✓		<b>AF/I/T</b>
3.5	Ability to produce CAD drawings and designs		✓	<b>AF/I/T</b>