

## JOB DESCRIPTION

|  |                                  |                 |               |
|--|----------------------------------|-----------------|---------------|
| <b>Job Title</b>   | Building Control Surveyor        |                 |               |
| <b>Directorate</b>   | Regulatory and Operational       |                 |               |
| <b>Reporting to</b>  | Service Manager Building Control |                 |               |
| <b>Grade</b>   | 9                                |                 |               |
| <b>Evaluation ref:</b>   | LGR0116                          | <b>Job ref:</b> | <b>Family</b> |
| <b>Role purpose</b>  |                                  |                 |               |
| <p>The postholder must be a Registered Building Inspector (licensed profession) who can carry out the required functions principally those of plans examination; inspection of works in progress and control of demolitions and dangerous structures; all in accordance with the proper discharge of the Council's duties and powers under The Building Act 1984 and other allied legislation, and to include the support and promotion of the local authority service.</p> <p>They must represent the authority to ensure that new building developments and alterations to existing buildings, including residential, industrial, retail, schools, hospitals, theatres and sports establishments meet the requirements of Building Regulations and provide a fire safe, healthy and safe environment for persons in and about those buildings.</p>   |                                  |                 |               |
| <b>Responsibilities</b>  |                                  |                 |               |
| <p>Carry out the role of a Registered Building Inspector (licenced profession) who can carry out the required functions principally those of plans examination; inspection of works in progress and control of demolitions and dangerous structures; all in accordance with the proper discharge of the Council's duties and powers under The Building Act 1984 and other allied legislation.</p> <p>Work on all project types within the Class 2 limitations outlined in the requirements of the Building Safety Act. They must have the technical and communicative skillset to effectively manage conflict, ensure compliance on all applicable projects, leading as a Building Control technical professional/expert for the geographical area, and for defined specialisms, especially fire safety and other key life safety matters.</p> <p>To support lesser qualified members of staff with technical expertise to ensure compliance is achieved and the service is meeting its statutory obligation.</p> <p>To represent the authority and support the management team in enforcement matters. Enforcing Building Control's statutory responsibility by issuing legal notices, representing the service in legal proceedings where required.</p> <p>In the case of potentially dangerous structures, attend emergency callouts 24/7/365 (includes out of hours) for immediate response to requests from Emergency</p> |                                  |                 |               |

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Services, determine the scale and nature of emergency measures to make them and the public safe including issuing Statutory and demolition notices. Maintain a highly technical workload to ensure the service meets the key performance indicators outlined in the Operation Standards Rules (Building Safety Regulator).

Take responsibly to ensure they are working in line with the Registered Building Inspector's Code of Conduct, and demonstrating the required competence level of the Building Inspector Competence Framework.

Provide an effective service to help market the Building Control Service to attract additional business to help support the self-financing service. Develop close working relationships with customers to help in retaining their business in the future.

Provide bespoke fee quotes on non-complex projects using guidance from the management team where required.

Expected to provide a competent and responsive service on allocated case load, to ensure key performance indicators and other targets are met for service users.

They must maintain exceptional customer service, working closely with the Business Support team and other Council services to promote and market the service and secure work contracts, and recruit and maintain new clients and business partners in a competitive market.

To comply with the Council's Health and Safety at Work policies and understand reasons for on-site safety i.e. protective clothing, scaffold, ladder and deep excavation safety and any other duties as may, from time to time, be assigned by the Manager.

Encouraging they maintain CPD levels and registration requirements, in line with the Code of Conduct. Utilise cost effective methods of training to support staff in a sustainable way.

### Impact

Responsible for ensuring high level technical operational matters for the service.

Expected to be responsible for their own workload and work independently under their function as a Registered Building Inspector.

Ensuring they fulfil their role effectively to meet the standards and KPI's set by the organization and Building Safety Regulator.

Manage a complex workload over a geographical area, as well as supporting the management team on major projects and enforcement cases to ensure works are compliant and avoid putting occupiers at risk.

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Support the management team in marketing and build on new and existing working relationships with service users and partner organisations, to ensure the service maintains a strong market share in the competitive market.

|  | Essential | Desirable |  |
|--|-----------|-----------|--|
| <b>Knowledge</b>   |           |           |  |
| The ability to exercise judgement, make balanced assessments using standard technical guidance along with specialist knowledge to put forward rational, evidence-based recommendations.  | X         |           |  |
| Have the ability to apply a robust knowledge of the Building Regulations (and associated legislation) to ensure all projects achieve the required level of compliance. This role will require key life safety decision and technical expertise to ensure buildings are safe and compliant for occupants in Somerset. | X         |           |  |
| The ability to support the management team where they represent the service in legal proceedings and lead on taking effective enforcement where required.  | X         |           |  |
| To be able to fulfil their function as a Registered Building Inspector and carry out tasks that are registered to do so under the Building Inspector Competency Framework.   | X         |           |  |
| <b>Experience</b>  |           |           |  |
| 5 years Building Control experience, either with a local authority or a private organisation.  |           | X         |  |
| <b>Qualifications / Registrations / Certifications</b>   |           |           |  |
| Achieved or working towards a minimum of Class 2 registration – Note any offer will be subject to this being achieved prior to an agreed upon date.  | X         |           |  |
| Degree, HNC or degree equivalent in a construction related discipline.   |           | X         |  |
| Membership of a professional body such as RICS, CABE or CIOB.  |           | X         |  |
| <b>Skills</b>  |           |           |  |

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|---|---|--|--|
| Excellent oral and written communication skills, sufficient to write technical reports and associated correspondence.   | X |  |  |
| Writes clearly, succinctly, and correctly; in a well-structured and logical way; Uses technology to achieve work objectives.  | X |  |  |
| The ability to undertake all necessary site inspections, surveys and meetings away from the office. In addition to be able to climb ladders, work in confined spaces and capable of entering a typical construction site environment. | X |  |  |

### Working Conditions

The postholder regularly works outdoors and is usually exposed to the weather when doing so. This exposure occurs for a large proportion of the overall working time. The post also involves regular exposure to very disagreeable, unpleasant or hazardous situations but only for a moderate proportion of the total working time. Serious verbal abuse, aggression or other anti-social behaviour from members of the public is an unavoidable and regular feature of this post.

The post holder may be required to attend out of hours meetings, awards events and dangerous structures. The post holder is required to have a valid and current driving licence and own a vehicle for business use. An enhanced DBS check will be undertaken.

### Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

### Corporate Responsibilities

Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice.

Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.