

## JOB DESCRIPTION

<b>Job Title</b>	Principal Building Control Surveyor		
<b>Directorate</b>	Regulatory and Operational Services		
<b>Reporting to</b>	Service Manager Building Control		
<b>Grade</b>	8		
<b>Evaluation ref:</b>	LGR0103	<b>Job Family ref:</b>	
<b>Role purpose</b>			
<p>The purpose of this role is the operational management of the Building Control service, as well as being the lead officer on major projects, dangerous structures, and other key duties.</p> <p>The postholder will be responsible for directly line managing approx. 15 members of staff and will play a leading role in ensuring the service meets all statutory and non-statutory duties and targets.</p> <p>The role must be undertaken by Registered Building Inspectors (licensed profession) and contributes to the organisation goals of ensuring a safe and thriving built environment.</p>			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Be the lead officer when marketing 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.</li> <li>• Be the lead officer and account manager for the service's largest and most influential service users. Implementing ideas to retain and generate further revenue where possible.</li> <li>• 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.</li> <li>• Ensure professional and corporate responsibilities are met by enforcing appropriate legislation to mitigate risk to the service and organisation.</li> <li>• 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.</li> <li>• Deputise for the Head of Building Control when they are not available.</li> <li>• Undertake regular reviews of revenue and market share of the service, supporting the Head of Building Control to ensure the resources in the £1,000,000 – 1,500,000 budget are being utilised in the most effective manner.</li> <li>• They must have the ability to negotiate bespoke fees for our services on all project types, including multi-million-pound construction contracts. As part of this, they must represent the service to potential clients in a professional and positive way.</li> </ul>			

## JOB DESCRIPTION

- Be required to undertake reviews of spend by being an approved user on the organisation's finance system.
- Support the Head of Building Control to ensure the service meets the key performance indicators outlined in the Operation Standards Rules (Building Safety Regulator). This is a high level of responsibility as it ensures the service is meeting all requirements and prevents any potential fines/penalties to the Local Authority Organisation.
- To represent the authority in high level enforcement matters, enforcing Building Control's statutory responsibility by issuing legal notices, representing the service in legal proceedings where required.
- Support the Head of Building Control by collating the required statutory information relating to the Monitoring Arrangements set by the Building Safety Regulator. This will include a complex back-office data collection, demonstrating the service is meeting the required function levels.
- Manage and allocate workloads daily, ensuring the team's resources are utilised in the most effective way.
- Ensure the Registered Building Inspectors are only carrying out the restricted activities that their registration allows. This will require management of workloads and allocation of tasks for up to 15 people.
- Determine and implement training plans for all staff, ensuring they are meeting their functional requirements outlined in the Registered Building Inspector's Code of Conduct.
- Plan and manage for staff absences, monitor upcoming leave to ensure the service does not fall below the expected standards of service users and the Building Safety Regulator.
- Take responsibility to ensure the entire team 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.
- Key decisions and responsibility for all aspects of the operational management of the service. This will include keeping under review appropriate policies and procedures, ensuring compliance with relevant Acts and Regulations are met.
- Being responsible for directly line managing all Building Control Surveyor staff and ensuring the service falls in line with the requirements and key performance indicators of the Building Safety Regulator.
- To support junior members of staff with technical expertise to ensure compliance is achieved and the service is meeting its statutory obligations. Provide structured training to Trainee and Assistant position holders, with the view for them to progress into a Registered Building Inspectors.
- Manage the operational aspects of the service to ensure it meets the demands of the Operational Standards Rules and other Quality Management Systems – ISO 9001.
- Manage the delivery of the service needs, ensuring both individual and team responsibilities are met by adhering to the key performance indicators set by the service and Building Safety Regulator.
- Expected to ensure the service provides a competent and responsive service, ensuring reasonable expectations are met for service users.

## JOB DESCRIPTION

- Responsible for dealing with Stage 1 formal complaints, ensuring the organisation does not fall foul of the required standards.
- To supervise staff and take responsibility for their decisions when they are working on projects that are beyond their registration restrictions.
- Directly line managing all Building Control Surveying staff (approx. 15), ensuring the organisation and service is supporting all staff with all work-related functions.
- Responsible for line managing all registered professionals within the service. This will include general management tasks, as well as supporting staff through the upcoming changes in the new statutory framework.
- Carry out and review personal development plans for all staff to ensure the service is functioning as required, and all staff are meeting key performance indicators.
- They must be able to be a lead officer in any disciplinary action or processes towards staff that they are managing.
- Lead on service reviews as part of the Operational Standards Rules, and the ISO 9001 Quality Management Systems.
- To play an active role in the development of the Building Control Service in the plans and strategies of the department service standards set by the elected members and statutory requirements.
- Work on all project types within the Class 2 and Class 3 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 large scale complex 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.
- Have the competence to work on all major projects for the service where required. To also be able to support the surveying staff and develop their understanding on the various classes of projects to develop their skills.
- Be able to represent the organisation in regional and national working groups, developing working relationships and knowledge throughout the industry.
- Use technical expertise to review and assess junior member of staff's considerations. Provide feedback and take the required steps to achieve a suitable outcome.
- Be able to lead and manage when assessing potentially dangerous structures. Use technical expertise to take appropriate action under the statutory powers, and when required, support other members of the team to achieve a suitable outcome.
- They must also be able carry a registered building inspector workload and operate a geographical area, carrying out 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.
- Be a lead officer in collaborative working with other Council departments, as well as neighbouring authority Building Control services by providing technical expertise on the statutory framework requirements.

## JOB DESCRIPTION

- Building Control Surveyors (also known as Registered Building Inspectors) must ensure they meet the requirements of the Registered Building Inspector's Code of Conduct. Failure to do may see their registration and licence to carry out restricted functions removed.
- Take accountability for decisions made, with the understanding of the severe risk level if buildings are non-compliant and potentially dangerous to building occupiers. This is a responsibility for both the individual and wider organisation.
- Maintain the required CPD levels to meet the requirements of professional memberships and Code of Conduct.

### Impact

- Responsible for ensuring high level technical operational matters for the service.
- Be a qualified Registered Building Inspector that can demonstrate competence to make highly complex life safety assessments and decisions on all building types.
- Expected to be responsible for their own workload and work independently under their function as a Registered Building Inspector.
- Expected to be able to make critical and high impact decisions on behalf of the service and organization.
- Directly line managing the Building Control Surveyors (up to fifteen professionals) and being the accountable person for training lesser experienced/qualified members of the team.
- Ensuring the service achieves the required KPIs outlined in the Building Control operational standard rules.
- Be the lead on major projects and enforcement cases to ensure works are compliant and avoid putting occupiers at risk.
- Lead on 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>			
Understand the strategic needs of the service and have the ability to apply a robust knowledge of the Building Regulations (and associated legislation) to ensure the service meets its statutory duties and the Operational Standards Rules set by the Building Safety Regulator.	X		

## JOB DESCRIPTION

<b>Experience</b>			
<p>Previous management experience.</p> <p>The ability to exercise judgement, make balanced assessments using standard technical guidance along with specialist knowledge to put forward rational, evidence-based recommendations.</p> <p>Have the ability to apply a robust specialist 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 decisions and technical expertise to ensure buildings are safe and compliant for occupants in Somerset.</p> <p>The ability to represent the service in legal proceedings and lead on taking effective enforcement where required.</p> <p>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.</p> <p>To be able to operationally manage the service to ensure all of the Registered Building Inspectors and other staff within the team are providing a competent, highly technical service to clients to ensure the Council is achieving its statutory duty.</p> <p>To be able to use professional expertise to advise senior management and elected members on relevant complex and specialist buildings. Allowing the organisation to meet statutory needs.</p> <p>The ability to manage staff, support the Head of Building Control, and represent the authority in all functions where required.</p> <p>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.</p>	X		
7 years' Building Control experience, either with a local authority or a private organisation.		X	

## JOB DESCRIPTION

### Qualifications / Registrations / Certifications

Achieved or working towards a minimum of Class 2 (higher) registration – Note any offer will be subject to this being achieved prior to April 2024.

X

Degree, HNC or degree equivalent in a construction related discipline.

Membership of a professional body such as RICS, CABE or CIOB.

X

### Skills

Excellent oral and written communication skills, sufficient to write technical reports and associated correspondence.

Writes clearly, succinctly, and correctly; in a well-structured and logical way; Uses technology to achieve work objectives.

X

### Working Conditions

Mobile, essential user allowance, market supplement.

### Working Arrangements

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

### Corporate Responsibilities

- Provide clear leadership to deliver the Council's strategic priorities and meet the Council's financial targets, as a member of the Directorates Senior Leadership Team.
- Update and advise Elected Members in respect of operational and policy issues in relation to the Climate and Place Services teams.
- Lead Building Control teams with a clear identity in terms of flexible and responsive ways of working, inclusive, and diverse culture, and high level of employee engagement and wellbeing.
- Undertake representational and communication duties on behalf of the Council to promote and protect the Council's interests in matters concerning their specialist areas.
- Create, monitor, and review frameworks of performance measures and quality standards to be applied in the delivery of services.
- Function as an ambassador for the Council promoting, both internally and externally, the Council's vision, strategic aims, and values.
- Value the diversity of Somerset's communities ensuring equality of access and treatment in service delivery and employment.

## JOB DESCRIPTION

- Function as a role model for Somerset's vision and values. Promotes a culture of continuous improvement that encourages creativity and innovation to ensure services are efficient and develop the potential and flexibility across the Council and its workforce including the motivation and development of employees within the Climate and Place service teams.
- Ensure that Climate and Place services place a high value on customer responsiveness by demonstrating a commitment to meeting and involving the broadest range of direct and indirect service users, citizens, customers, communities, and businesses.
- Support the delivery of the Councils' key strategic aims and objectives ensuring understanding and commitment from staff from across the Climate and Place service.
- Support Corporate and Directorate and service specific transformational change programmes with the aim of maximising efficiency, modernising services, and achieving better outcomes and opportunities for service users and customers.
- Ensure flexibility in reacting to the needs of the Council, its' customers and partners supporting a culture of continuous improvement.
- Ensure compliance with all relevant legislation, the Council's standards of conduct, organisational policy, and professional codes of conduct to uphold standards of best practice.
- Accountable for compliance with all relevant health and safety legislation and Somerset Council Health & Safety policies.

Date: April 2025