



West Northamptonshire Council

JOB DESCRIPTION

Job title: Assistant Building Control Surveyor
Grade: NBC Grade 5
Salary: £28,158 - £31,949
Allowances: Casual Car User
Directorate: Place, Economy and Environment
Division: Regulatory Services
Section: Building Control

Responsible to: Building Control Manager and Principal Building Control Surveyor

Directly Responsible for: None

Indirectly Responsible for: None

Total budgetary responsibility: None

JOB PURPOSE

To assist with the site inspection, domestic/semi-commercial plan vetting/approval and supervision of building work which relate to the Building Regulations and allied legislation throughout West Northamptonshire Council. To provide a professional Building Control Site Inspection service.

KEY RESULT AREAS

- Deal with a caseload of building regulation applications.
- Ensuring that allocated building projects are constructed and designed to comply with Building Regulation, Standards and relevant Acts.
- Inspection of building works and associated tasks relating to the Building Regulations and relevant Acts.
- Keep full and accurate records and prepare detailed reports on all aspects of regulated work.

PEOPLE AND RESOURCES

The jobholder is responsible for the following people and resources:

- Be an effective member of the Building Control Team.
- Promote the Building Control service at all times and be aware of the competitive environment.
- Provide advice to building professionals and to the public on building control related problems and ensure compliance, exercise judgement and discretion over application of the regulations with reference to supervision.

JOB DEMANDS

This job entails the following demands:

- Respond promptly to contractor's requests for inspection of relevant building work and when necessary, on large projects be resident on site.
- Responsible for the inspection of building work and to vet/approve domestic/semi-commercial full plan applications. The taking of samples as required and testing the services such as above and below ground foul and storm damage drainage.
- Ensure building work, both plan and inspection are carried out in accordance with Building Regulation Standards.
- Keep comprehensive and detailed file/computerised records of building work inspected and any relevant work or incidents.
- Communicate to and liaise with the appropriate Principal Building Control Surveyor on contractor's enquiries and/or complexities.

- Keep the project Principal Building Control Surveyor informed on all matters concerning the progress of work allocated.
- Always promote the Building Control service and be aware of the competitive environment.
- Undertake any other duties commensurate with the position as designated by the line manager.
- To ensure that reasonable care is always taken for the health, safety, and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within West Northamptonshire Council.
- In carrying out the duties of the post, you must have regard to the Council's Customer Service Policy and Guidelines.
- Be an effective member of the Building Control Team.
- To comply with all Data Protection Policies and Legislation (GDPR)
- To ensure reasonable care is always taken with respect to health, safety and welfare of yourself and other officers within the Building Control Team to comply with West Northants Council policies and procedures relating to health and safety.
- To undertake any other duties commensurate with the position as designated by the line manager.

PERSON SPECIFICATION	Essential/Desirable?	Methods of Assessment				
KNOWLEDGE	E	D	Application Form	References	Interview	Other
Educated to GCSE or O level standards English and Maths.	✓		✓			
2 years' experience and practical knowledge of working in a professional office environment.	✓		✓		✓	
Ability to Interpret Maps and Plans.	✓		✓		✓	
Experience of Building Control application and legislation.	✓		✓		✓	
Experience of using IT, database, and document management systems.	✓		✓		✓	
Experience in working in a customer orientated environment.	✓		✓		✓	
2 years' experience in Local Government or similar organisations.	✓		✓			
SKILLS	E	D	D	References	Interview	Other
Excellent verbal and written communication skills	✓		✓		✓	
Competent IT Skills including MS Office to at least Intermediate level.	✓		✓		✓	✓
Good organisational Skills.	✓		✓		✓	
Ability to work to deadlines.	✓		✓		✓	
Good People Skills.	✓		✓		✓	
ATTRIBUTES	E	D	Application Form	References	Interview	Other
Demonstrate awareness of Councils Policies and practices for own job purpose.	✓		✓		✓	
Demonstrate awareness of Freedom of Information and Data Protection requirements.	✓		✓		✓	

Ability to work as part of a team.	✓		✓		✓	
Self-motivated and determined.	✓		✓		✓	
Ability to work on own initiative.	✓		✓		✓	

REVIEW AND SIGNATURES

This document will be reviewed from time to time to ensure that it continues to reflect our vision, values and priorities.

Prepared by:	Lee Hunter
Job title:	Building Control Manager
Date:	12 December 2022

Job evaluation date:	
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Name of job holder:	Vacant post
Job holder's signature:	
Date:	