

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Building Control Officer (Class 2A - C)

Building Control Team, Planning & Building Control Service, Place
Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To assist with the site inspection, plan vetting/approval and supervision of building work, which relates to the Building Regulations and allied legislation and to provide a professional Building Control service. To ensure that WNC Building Control is recognised as delivering an excellent service for all our customers.

Accountable to:

Principal Building Control Officer, with support from the Team Leader - Building Control. The role sits within Planning and Building Control Service which is part of the Place Directorate in West Northamptonshire Council.

Responsibilities:

1. To deal with a varied caseload of building regulation applications directly related to the officer's level of Class 2 registration and to ensure that building work, shown on plan and by inspection is carried out in accordance with Building Regulation Standards.
2. To keep the Team Leader - Building Control /Principal Building Control Officer informed on all matters concerning the progress of work allocated.
3. Ensuring that allocated building projects are constructed and designed to comply with Building Regulation Standards and relevant Acts and to keep full and accurate records and prepare detailed reports on all aspects of regulated work.
4. To provide advice on building control legislation to building professionals and to the public.
5. To deal with the investigation and resolution of breaches of the Building Regulations and relevant Acts and, if applicable to represent the Council in court and give evidence on breaches of the Building Regulations and relevant Building Acts.
6. To assist with and report on dangerous buildings/structures and ruinous and dilapidated buildings and to assist with the statutory control over building demolitions including site inspections as necessary.
7. Ensure that service-wide and corporate performance indicators, targets and customer service standards are met.
8. To progress a programme of continual professional development and training, including related to the Building Safety Act and other relevant legislation.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours and to demonstrate awareness and understanding of other people's behavioural,

physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Displays a positive, 'can do', proactive and supportive attitude in a team environment	E	A, I
Consistently strives for continuous improvement and excellence	E	A, I
Strong interpersonal and team building skills	E	A, I
Time/priority management: high level of proficiency	E	A, I
Self-awareness: Ability to communicate and display consistent professional conduct with a wide range of people, in person, by telephone and email	E	A, I
Writing: excellent level of professional ability; exhibits a clear & comprehensible writing style in line with Plain English principles	E	A, I, D
Ability to work under pressure, handle stress and to deadlines	E	A, I
Verbal: excellent level of professional ability; exhibits a clear & comprehensible verbal style	E	A, I, D
Displays good attention to detail	E	A, I
Able to undertake Building Control site inspections and keep accurate site inspection records	E	A, I
General IT skills: basic keyboard/typing skills, use of Windows, word-processing and email	E	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A, I
Specialist IT skills: DEF MasterGov	D	A, I

Knowledge:	Essential / Desirable	Measured by
Understanding of Building Control Act 1984 and Building Safety Act 2022	E	A, I, D
Understanding of dangerous structures and demolition legislation and procedures	E	A, I, D
Building regulation processes and procedures	E	A, I, D

Relevant experience:	Essential / Desirable	Measured by
Proven professional experience in Building Control Surveying	E	A, I, D
Experience of working in a local Authority environment with Councillors and a wide variety of stakeholders	D	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Must be a registered Building Inspector with the Building Safety Regulator - Minimum Class 2A.	E	A, D
Achieved or working towards Class 2B/C	D	A, D
Member of one of ABE/RICS/CIOB	E	A, D
Relevant Degree	E	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

Registration with the Building Safety Regulator check (*The government has introduced new building safety reforms in the wake of the Grenfell Tower fire. HSE is now the Building Safety Regulator (BSR) as part of these reforms. Building control professionals must register with BSR to perform building control work in England*).

Day-to-day in the role:

Hours:	37	Primary work base:	The Forum, Towcester
Job family band:	RT07	Worker type:	Part-flexible
Salary range:	£38,234 - £40,778 (+ MFS TBC)	Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

The role primarily involves undertaking site visits, rather than working from the primary office base. We are open to discussions about flexible working. This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be work remotely (including from home or on site).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

