



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title:	Senior Building Control Surveyor
Grade:	£38,296 - £41,496
Reports to:	Building Control Tier 4/5 Managers
Responsible for:	None
Directorate and Service area:	Place & Economy / Regulatory Services / Building Control & Local Land Charges

### **Purpose of the job**

To assist with the provision of an effective building control service, developing the service in accordance with Council strategy and budgets.

### **Principal responsibilities**

#### *Service Specific Duties*

1. Pre application advice to both building professionals and non-professionals.
2. Provide information to prospective customers relating to Building Regulation Charges.
3. Check applications upon receipt to ensure the fee paid is correctly applicable to the application.
4. Plan appraisal of all industrial, commercial and residential applications, to ensure compliance with all relevant regulations.
5. Negotiate with applicants and/or their agents to bring about amendments/improvements to their applications, resulting in an approval being issued.
6. Issue Building Regulation approvals and/or rejections.
7. Site surveys to establish construction is in compliance with the building Regulations and allied legislation.
8. Site investigation/surveys relating to Building Notice Applications, including providing technical support and general advice to the applicants and their builders to ensure compliance with the Building Regulations.
9. Site investigation/surveys relating to Regularisation Applications, including all necessary follow up inspections and certification.
10. Record all site inspections and plan vetting details in a manner which will limit liability upon the Council in accordance with the Building Control Performance Standards.
11. Negotiate with applicants, and/or their agent, builders and other professionals, to bring about amendments/alterations to the site work resulting in the acceptable completion of a project.

- 12 Undertake the satisfactory resolution of contraventions of the Building Regulations, or where necessary, instigate legal action.
- 13 Respond to enquiries from the public and Building Professionals and as a result, give guidance to enable them to achieve compliance with their chosen construction methodology.
- 14 Respond to and take appropriate action when dangerous structures are reported. Liaise with and advise the Emergency Services with a view to protecting their members and members of the public from danger. Where necessary issue enforcement notices requiring the removal of a dangerous structure.
- 15 Consult with statutory authorities and other government bodies.
- 16 Check complex structural, thermal and acoustic calculations relating to industrial, commercial and domestic buildings.
- 17 Issue street naming and numbering information.
- 18 To proactively assist with marketing the Building Control service to increase market share and income.
- 19 Ensure that enquiries relating to Building Control are dealt with expeditiously, efficiently and with courtesy.
- 20 Develop building information papers for use by our stakeholders.
- 21 Promote Local Authority Building Control Service to the community, architects, agents and local builders.
- 22 To complete competency validation assessments as required by the Council and/or the Building Safety Regulator.

#### *Generic Responsibilities*

1. Comply with the Council's duties in respect of equalities, health and safety, data protection, freedom of information, and other relevant statute.
2. Act as service representative on relevant working groups, as directed by the Head of Service.
3. Ensure that feedback from customers is relayed to the Head of Service.
4. Ensure that the website and intranet are kept up-to-date by providing information to Content Editors.
5. Ensure that newsworthy events and achievements within the postholder's remit are brought to the attention of the Principal Manager.
6. Comply with agreed audit targets.
7. Comply with Financial Regulations in respect of making, and processing purchase orders, and dealing with goods received.
8. Comply with the Employee Code of Conduct and meet the requirements of the Council's core competencies.
9. Observe and continually promote equalities and customer care in compliance with Council policy and expectations.
10. Ensure that reasonable care is taken at all times for the health, safety, and welfare of you and other persons and to comply with the policies and procedures relating to health and safety within the Borough Council.

11. Undertake learning and development as agreed in personal development reviews in order to meet service and individual targets.
12. Carry out other duties from time to time, provided they are within the general level of responsibility of the post and within the abilities of the post holder.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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.

### **SPECIAL CIRCUMSTANCES :**

The postholder will participate in an out of hours emergency call out scheme in accordance with contractual provision.

A mobile phone is issued to the postholder and must be charged and switched on whilst on duty

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Qualification in a relevant professional discipline Evidence of continuing personal and professional development	Chartered Membership of Royal Institute of Chartered Surveyors (RICS), Chartered Institute of Building (CIOB) or Chartered Association of Building Engineers (CABE)
Experience and Knowledge	<p>Demonstrable evidence of:</p> <ul style="list-style-type: none"> <li>• working in a building and related environment</li> <li>• processing a range of building regulations applications</li> <li>• the ability to deliver an effective service, taking into account customer requirements</li> </ul> <p>Demonstrable knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• building control regulations, allied legislation and legal enforcement procedures</li> <li>• health and safety regulations and procedures</li> </ul>	Experience of taking statements in accordance with the Police and Criminal Evidence Act (PACE).
Ability and Skills	<p>Demonstrable evidence of:</p> <ul style="list-style-type: none"> <li>• the requirement for a command of spoken English which is sufficient to enable the effective performance of their role.</li> <li>• the ability to work independently and apply initiative</li> <li>• making an effective contribution to a team</li> <li>• strong time management skills, with the ability to meet tight deadlines and prioritise conflicting demands, whilst at the same time show evidence of attention to detail.</li> </ul>	

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> <li>• written and oral communication skills, to ensure information is provided in an appropriate manner.</li> <li>• effective negotiation skills.</li> <li>• Ability and willingness to travel within the Borough.</li> </ul> <p>ICT:</p> <ul style="list-style-type: none"> <li>• Demonstrable evidence of the efficient and effective use Microsoft Office – particularly Word and Excel and a willingness to learn new ICT applications.</li> </ul>	<p>Experience of using GIS</p> <p>Experience of using iDox Uniform or similar</p>
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		