



**North
Northamptonshire
Council**

North Northamptonshire Council Job Description and Person Specification

Principal Building Control Surveyor

Service Area: Regulatory Services
Reports to: Building Control Manager
Salary scale: ENC Grade 8 (subject to assimilation to NNC pay and grade structure)
Responsible for: N/A

Purpose of the job

- To assist in the successful and high quality day to day operation of the Building Control unit. To be responsible for the efficient administration of the various legislation and controls of building work in the district and outside the district in respect of Partnership applications. To administer the controls of demolition and dangerous structures.
- To assist the Building Control Manager with the development of the service with a view to increasing market share and exploring the opportunities to develop additional commercial income streams.

Principal responsibilities

1. To manage the day to day control of building work within the district.
2. To be the lead contact for major/complex projects as allocated by the Building Control Manager, in respect of plans examination, site inspections and enforcement.
3. Checking plans and notices for compliance with Building Regulations and ancillary legislation, preparation of amendment schedules.
4. Processing plans and notices, preparing notices, passing/rejecting plans and other matters within statutory time limitations.
5. Corresponding, discussing and liaising with all necessary bodies and people regarding plans, notices and other matters. Fire Service, Water Authorities as appropriate.
6. Inspection of work of work on site in connection with all types of development.

7. To ensure that fees and charges are recovered, including supplementary charges, in relation to Building Control applications in accordance with the scheme of charges and the controlling legislation.
8. To undertake investigations of alleged breaches of Building Regulations, including the identification of contraventions, the gathering of evidence for proceedings and attendance at court hearings, in accordance with the Enforcement Concordat and statutory timescales.
9. Maintain concise, organised records of site inspections, telephone conversations, meetings and emails.
10. Adopt the 'Development Team Approach' to secure cross Departmental compliance.
11. To liaise, advise and communicate with clients and all industry professionals including, architects, surveyors, engineers, agents, contractors etc.
12. Undertake routine written work, correspondence and other administrative duties in connection with the Building Control function, within corporate and statutory timescales.
13. To contribute to the effective marketing of Local Authority Building Control locally and nationally. Maintain and promote awareness of the competitive nature of Local Authority Building Control and the threat of other providers.
14. Assist the Building Control Manager with the commercial development of the group to recognise and take advantage of additional revenue streams.
15. To identify possible partner companies and develop partnering arrangements through the LABC 'Partner Authority Scheme'
16. To manage a portfolio of companies under the LABC 'Partner Authority Scheme', undertaking plan examinations and liaison and consultation with the relevant Inspecting authority.
17. To be involved in cross-boundary and partnership working with other local authorities as required by the Building Control Manager.
18. To assist in the business based management of the group to ensure that the requirements relating to the statutory 'Building Control Trading Account' are achieved.
19. To give advice to the public and other ENC Departments/Groups on Building Regulation and construction matters.
20. To advise applicants and consider applications for the dispensation of Building Regulation requirements.
21. To organise the testing of controlled services and materials when necessary.

22. To carry out prompt investigations and inspections of dangerous structures, including the organisation and supervision of emergency remedial work, the service of statutory notices and liaison and/or provision of advice to the emergency services as appropriate.
23. To serve as an asset of the Council's Emergency Plan.
24. To carry out investigations, inspections and related actions in respect of the control of demolitions, including the service of statutory notices.
25. To administer Initial Notices, Plans Certificates and Final Certificates relating to The Building (Approved Inspectors etc.) Regulations 2010.
26. To assist the Access Officer in his role promoting access for all.
27. The investigation of building failures including preparation of reports and evidence for insurance purposes. (Third Party Claims)
28. Provide information concerning the progress of construction works for statistical returns.
29. Preparation of information required for Land charges Searches relating to the Building Regulations.
30. Liaison with other groups within the council in respect of any matters of common interest. For example, use of materials, levels, setting out and enforcement of Planning conditions, to ensure developers proceed in accordance with approved drawings and specifications.
31. To assist in the promotion of the group and dissemination of changing regulatory requirements by the development and up-dating as necessary of information leaflets, guidance documents and the group's web site.
32. Involvement and development of the group's IT capabilities and electronic service delivery.
33. To supervise and assist with the development and training of junior staff including any trainee and administrative staff as required.
34. Preparation of committee reports and attendance at committee meetings when necessary.
35. To maintain and continually develop personal knowledge of relevant matters and maintain the necessary level of life long learning.
36. To maintain an awareness of wider developments in the provision of Building Control Services

37. To undertake other related duties as and when required by the Building Control Manager.

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.



Person Specification

Knowledge, Skills and Behaviours	Essential	Desirable	How Identified?
Knowledge	Member of the Royal Institute of Chartered Surveyors or the Chartered Association of Building Engineers or substantial experience in local authority Building Control at a similar level.	Membership of RICS or CABE	Application form/ Certificates
	Thorough working knowledge of the Building Regulations and allied legislation.	Experience in a local authority building control environment	Application form/ Interview
	An in-depth understanding of the Building Act 1984, related to legislation and building construction.		Application form/ Interview
	Experience in additional functions such as dangerous structures, demolitions.		Application form/ Interview
	An understanding of competition, finance, quality systems and service improvements.		Application form/ Interview
Skills	Ability to read plans & specifications and interpret design and construction.		Application form/ Interview/test
	Ability to communicate effectively both orally and in writing at various levels.		Application form/ Interview
	Excellent persuasive and negotiation skills.		Application form/ Interview
	To have excellent interpersonal skills.		Application form/ Interview
	Competent in the use of a range of ICT systems. Microsoft Word, Excel and PowerPoint	Experienced with Uniform	Application form/ Interview/test
	Good inter-personal skills.		Application form/ Interview

	Ability to work as a senior member of a team.		Application form/ Interview
	Ability to organise own workload and allocate work to others		Application form/ Interview
	Driving licence	Access to vehicle for use at work	Application form/ Interview
Behaviours	Comfortable working in an office environment		Application form/ Interview
	Comfortable working in a customer orientated environment.		Application form/ Interview
	Comfortable visiting construction sites		Application form/ Interview
	Comfortable working alone		Application form/ Interview
	Evidence of interest in personal and professional development		Application form/ Interview
	Ability to communicate with people at various levels		Application form/ Interview
	Ability to work well under pressure and within statutory and non-statutory deadlines.		Application form/ Interview