



South Tyneside Council

ECONOMIC REGENERATION

JOB DESCRIPTION

POST TITLE: Assistant Building Control Surveyor

GRADE: Band 6

RESPONSIBLE TO: Building Control Operations Manager

RESPONSIBLE FOR: -

Overall Objectives of the Post:

To provide technical support to assist Building Control Surveyors in the discharge of Building Control functions whilst undergoing learning and development within a structured training plan to enable the post holder to carry out the more elemental roles of a Building Control Surveyor.

Key Tasks of the Post:

1. ***You will provide a range of Building Regulation related functions within the Building Control Service area. You will:***
 - Answer Building Regulation enquiries ensuring appropriate responses are issued following a specific liaison with Development Management.
 - Inspect minor works for compliance with the Building Regulations.
 - Validate Building Regulation applications, ensuring the correct plans and fees are included.
 - Check Plans for compliance with Building Regulations, subject to qualification and experience.
 - Respond to dangerous structures call outs depending upon qualification and experience (including possible participation in the out of hours call out rota).
2. ***You will provide a range of functions under allied legislation. You will:***
 - Liaise with allied professionals within the Authority and also external bodies such as the Fire Authority, Northumbrian Water etc on a daily basis.
3. ***You will provide a range of support functions for the Building Control Surveyors. You will:***
 - Prepare historic files for archiving.
 - Update data recording systems to ensure that detailed case histories can be built up for every project and also so that accurate performance indicator information can be assimilated.
 - Carry out relevant inspections commensurate with training and experience to include, Building Regulation inspections and those relating to a wide spectrum of allied legislation such as Dangerous Structures, Demolitions, Scaffold and Hoarding Licenses and Safety at Public Events.

4. *You will undertake specific team based tasks as may be allocated to you from time to time. You will:*

- Be aware of the aims and objectives of the team and understand how the tasks allocated to you are part of the achievement of these aims.
- Take an increasingly active role subject to training and experience, as identified and directed, in assisting with project based work and include advice to other local authority teams in relation to constructional matters.
- Be aware of corporate initiatives such as performance management, employee development etc. and ensure all tasks are carried out within set timetables.
- Be aware of the need to constantly market the service in the face of increasing private sector competition, taking an active role in any local regional or national marketing initiatives.
- Carry out enforcement actions in accordance with established procedures, under all associated legislation, including possible attendance at court.

5. *You will consistently demonstrate the personal qualities and behaviours required of an Assistant Building Control Surveyor. You must:*

- Carry out all of your work to the highest professional standards and in accordance with the Council's policies and procedures in order to provide an excellent standard of service to the Council's customers and to enable the Council to meet its objectives.
- Take responsibility and accountability for your performance.
- Work in a positive and co-operative manner with other members of the Team.
- Treat fellow team members, customers and colleagues with respect and dignity.
- Reflect the Council's values in daily contact with partners, stakeholders and customers.
- Recognise the achievements of team members and effectively deal with poor performance.
- Be a champion for Development Services and a source of support and encouragement for colleagues.
- Demonstrate excellent problem solving abilities, an attitude towards delivering service goals and a pragmatic approach to daily tasks.
- Consistently strive towards making a difference in the quality and impact of services delivered by the Service.
- Effectively work with colleagues across Development Services to exploit opportunities for greater synergies and efficient ways of working.
- Contribute positively to team meetings.
- Demonstrate total professionalism, propriety and value equality and diversity.

You will progressively develop your skills, competences and experience, and maintain an in-depth understanding of the environment in which the service operates.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: IW/CL
Date: 7.04.17