

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Building Control Surveyor**

**Vacancy ID: 009021**

Salary: £21,693.00 - £32,233.00 Annually

Closing Date: 17/06/2018

### **Benefits & Grade**

Career Grade H/J/K

Starting salary is dependent on experience and qualifications

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Job Description**

Stockton-on-Tees Borough Council is a forward thinking Local Authority, working hard to create a Borough that is more vibrant, confident and successful than ever before.

We currently have an exciting opportunity for a Building Control Surveyor within our Building Control team. Our work incorporates varied developments, including industrial (chemical), commercial and housing projects.

Our current workload includes the management of several major multi-million pound capital projects including the construction of a seven storey hotel and the restoration of an iconic entertainment venue, The Globe, in Stockton Town Centre.

The role includes carrying out the full remit of building control requirements, covering plan checking, site inspection, enforcement and dangerous structures.

The ideal candidate will:

- be an experienced Building Control Surveyor, preferably holding an HNC/HND in Building Studies and / or Member of the Royal Institute of Chartered Surveyors.
- be able to use their initiative and work without supervision.
- possess good communication and customer orientated skills
- have an enthusiastic, flexible and professional approach to work and embrace the Council's culture statement
- be experienced in the use of Information Technology

However, we would also be happy to receive applications from candidates who have the ambition to embark on a career within the Building Control Service.

If you have the right background knowledge and level of experience, further training will be provided to enable you to complete the full qualification. As a career grade post, the starting salary would be based upon experience and qualification.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Raymond Sullivan, Building Control Manager, on 01642 526040.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

<b>Post Title</b>	<b>Building Control Surveyor</b>
<b>Post ref:</b>	<b>10198</b>
<b>Grade</b>	<b>H / J / K Career Grade</b>
<b>Division</b>	<b>Economic Growth &amp; Development</b>

## **JOB PURPOSE**

To be responsible to the Principal Building Control Surveyor for the effective and efficient performance of the Building Control function.

## **DUTIES AND RESPONSIBILITIES**

1. To make recommendations and report on all deposited plans, building notices, regularisation notices and application for relaxation in accordance with the prevailing Building Regulations, and all other relevant legislation.
2. To ensure all building works in progress are inspected to ensure compliance with the Building Regulations, and other relevant legislation.
3. To investigate building works not complying with the Building Regulations, prepare legal reports and attend court to give evidence when required.
4. To give advice to the public on Building Regulations matters.
5. To input and retrieve of Building Regulation data in the computerised system, including job history, diary details, application schedules and correspondence. To use such data to produce statistical information as appropriate to ensure an effective and efficient Building Control Service.
6. To keep an accurate daily record of your time in accordance with agreed policy.
7. Follow the procedures and guidance in the Quality Assurance system.
8. To consult and liaise with other bodies, Government departments, statutory undertakers and other departments of the Council on all matters pertaining to the Building Control Service.
9. To liaise with the Development Control Officer to ensure effective co-operation between Building Control and Development Control, to include giving advice on, trees in relation to buildings, monitoring of building work to ensure compliance with approved plans and conditions and construction details.
10. To attend and participate at Committee, sub-committees, working parties, projects teams and staff meetings as directed by the Building Control Manager and Principal Building Control Manager.
11. To give assistance in the marketing and promotion of the Building Control Service.
12. In addition to the above, the more senior staff will be expected at the direction of the Building Control Manager or Principal Building Control Surveyor to
  - bring forward and action initiatives which will lead to improvements in the Building Control Service
  - assist in the training and development of staff

- research and report upon the acceptability of all new building materials and methods of construction under the appropriate legislation
  - assist in the production of advisory leaflets and other publicity material to promote and provide advice on the Building Control Service
  - deputise for the Principal Building Control Surveyor in his/her absence
13. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the Authorities health and safety rules and legislative requirements.
  14. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
  15. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
  16. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

## PERSON SPECIFICATION

**POST TITLE:** Building Control Surveyor  
**POST REFERENCE:** 10198  
**GRADE:** H/J/K  
**DIVISION:** Economic Growth & Development

FACTOR	ESSENTIAL	DESIRABLE
Qualification	<p><b>At Grade H</b></p> <ul style="list-style-type: none"> <li>NVQ Level 3 in a related construction area</li> </ul> <p><b>At Grade J</b></p> <ul style="list-style-type: none"> <li>Education to a minimum of graduate level or equivalent</li> </ul> <p><b>Grade K</b></p> <ul style="list-style-type: none"> <li>Holder of a recognised professional qualification eg. Full member of RICS or CABE</li> </ul>	
Experience/Knowledge	<ul style="list-style-type: none"> <li>A very broad understanding of the Building Regulations and associated legislation.</li> <li>Experience in completing technical tasks to a high standard and to set deadlines.</li> <li>To demonstrate a willingness to seek and ability to put in place improvements to the service.</li> <li>Assisting in making presentations in a public setting and at Committee meetings and working parties.</li> <li>Assisting in maximising the contribution of team members.</li> <li>Experience in decision making covering complex and varied service issues.</li> <li>High level of competency with relevant ICT systems such as Microsoft Office, Autocad, and the ability to identify and apply new technology for service development</li> <li>Ability to think widely and solve complex problems logically.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in matters relating to Fire Engineering.</li> <li>Experience in dealing with Structural Engineers.</li> <li>Experience in Building design and sustainability</li> <li>Knowledge and experience with matters relating to access for the Disabled</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to understand and communicate, both orally and in writing, complex technical issues.</li> <li>Ability to demonstrate customer sensitivity and awareness.</li> <li>Ability to undertake work within specified timescales and financial targets.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to assist in the implementation of service policies and strategies.</li> <li>Familiarity with and ability to adapt to Information Technology requirements.</li> <li>Ability to forward plan and prioritise allocated</li> </ul>

	<ul style="list-style-type: none"> <li>• High standard of numeracy and accuracy.</li> <li>• Ability to implement service policies and strategies within a political environment.</li> <li>• Ability to prioritise service issues and to balance implementation between personal involvement and delegation to others.</li> <li>• A thorough technical and detailed understanding of the Building Regulations and their implementation, including appropriate information technology systems.</li> </ul>	workload.
Other (e.g. attitudes and interests)	<ul style="list-style-type: none"> <li>• Enthusiastic and hard working</li> <li>• Ability to apply initiative</li> <li>• High personal standards and self-discipline.</li> <li>• Able to travel independently across the borough</li> <li>• Should be able to vary working hours to incorporate evening and weekend work as required.</li> <li>• High personal standards and self-discipline in working to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to benefit from training relevant to the post</li> <li>• Willingness to work as part of a team</li> <li>• Interest in extending level of knowledge.</li> <li>• The personal demeanour and credibility, which inspires confidence and motivates colleagues.</li> </ul>

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from

being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.