**Job profile**

**Building Control Enforcement Officer**

**Grade H (scp31-34)**

**Group:** Communities and Environment

**Service:** Development, Transport and Public Protection

**Location:** Civic Centre

**Line Manager:** Building Control Technical Manager

**Car User Status:** Casual

**Job Purpose**

The investigation of Building Control Enforcement Issues and Dangerous Structures.

**The key roles of this post will include:**

* Investigating enforcement issues regarding Building Regulations and Dangerous Structures.
* Carrying out proactive investigation and inspection of Building Regulations and Dangerous Structures Enforcement issues.
* To deal with dangerous structures as a part of a team offering a 24hrs responsive service, you will be expected to take an active part in the call out rota.
* To liaise with Building Surveyors and other employees as appropriate to ensure that systems, procedures, working arrangements, legislation and regulations are followed
* Taking enforcement action including preparing and issuing formal notices, letters and documents and gathering and presenting evidence in court.
* Assisting residents and businesses by providing guidance and advice on Building Regulations and Dangerous Structures Enforcement issues, liaising with others internally and externally and attending meetings as necessary.
* Using the service’s information systems and producing reports and information as required.
* Maintaining an up to date professional knowledge of appropriate legal and technical issues to ensure the delivery of an effective quality service.
* Monitoring development to ensure compliance with all relevant controls.
* Such other responsibilities allocated which are appropriate to the grade of the post.

**Knowledge & Qualifications**

**Essential:**

Knowledge

* Building Control Process
* Construction processes
* Using computers eg. Windows-based operating systems and Microsoft Office products

Experience

* A strong customer focus.
* ICT Skills
* Negotiation skills

Qualifications

* 4 GCSE’s grade C or above including Maths and English or equivalent
* Full current driving licence

 **Desirable:**

Knowledge

* Building Regulations and all associated legislation
* Prosecution and other enforcement processes

PACE and RIPA

* UNI-*form*  software

Experience

* Working within a Building Control environment
* A wide range of simple and complex building control applications**.**
* Excellent customer service
* Prosecution and other enforcement processes

PACE and RIPA

Qualifications

* Degree in Building Surveying or equivalent
* RICS/ABE corporate membership or equivalent

**Competencies**

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| **Customer Focus**  | Puts the customer first and provides excellent service to both internal and external customers |
| **Communication** | Uses appropriate methods to express information in a clear and concise way to make sure people understand |
| **Team Working** | Works with others to achieve results and develop good working relationships |
| **Making things happen** | Takes responsibility for personal organisation and achieving results |
| **Flexibility** | Adapts to change and works effectively in a variety of situations |
| **Learning and Development** | Actively improves by developing and applying new skills and knowledge and learns from past experiences |