

- Post Title:** Technical Support Officer (Building Control) A4380
- Evaluation:** 466 Points **Grade:** N5
- Responsible to:** Head of Building Control
- Responsible for:** n/a
- Job Purpose:** To support the delivery of an effective and efficient building control service on behalf of the Council.
- Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.
1. Assist in the duties, functions and implementation of legislation delivered by the building control service.
 2. Validate and register building regulation applications, including initial assessment of application particulars and relevant charges payable, co-ordination of consultations and processing building regulation application decision notices.
 3. Process street naming and numbering applications in accord with relevant legislation and service area policy and procedure.
 4. Process license applications, implement and embed overarching statutory controls for skips, scaffolds and hoardings on the public highway under the Highways Act 1980. Assist with associated enforcement duties.
 5. Assist in the processing of notices for demolition works under the Building Act 1984.
 6. Assist in the building control response to service requests and in the preparation of advice to clients on matters pertaining to the service area.
 7. To assist in delivery of key business performance indicators and contribute to service development activities as directed by Head of Building Control.
 8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
 9. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.