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**Job Description**

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| **For HRU use only** | Ref: Re-ad 3763 |

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| Directorate | Environment Housing & Leisure |
| **Section/Location** | Building Control / Quadrant East |
| **Post Title** | Building Control Surveyor |
| **Permanent/Temp** | Permanent (currently secondee to Capita) |
| **Grade** | 8/9 |
| **Responsible to** | Building Surveying Manager |
| **Responsible for** |  |
| Job Purpose |
| To be responsible for the duties commensurate with the professional competence of a professional Surveyor within the Building Control service.To assist the Building Surveying Manager and his team in providing and promoting - in accordance with performance targets - a quality Building Control service undertaking duties to comply with the requirements of the Building Act / Building Regulations and other non-statutory duties. |
| Job Content |
| 1. To be responsible for site inspection of all types of building work and production of comprehensive records.
2. To be responsible for the plan examination of residential and commercial Building Regulation applications.
3. To be responsible for the investigation/reports of possible dangerous structures/buildings and buildings open to trespass.
4. To be active in the marketing of the Building Control service.
5. To assist in the development and implementation of BS EN ISO 9001:2015 Quality Standards protocols.
6. To provide general quality advice to customers of the Building Control service.
7. To liaise as necessary with the Building Control team, representatives of other Directorates and outside agencies in undertaking duties.
8. To assist the Building Control team in dealing with correspondence and other written information and maintain records where necessary.
9. To undertake such continuous personal and professional development as is required to maintain the required competency level for the post. This is to include maintaining membership of the relevant professional body and adherence to professional competency standards.
10. To assist the team in promoting a growth service in line with the aspirations of the Capita/North Tyneside Council Partnership.
11. To undertake any other duties that may arise appropriate to the job purpose and grade as may be allocated by the Building Surveying Manager.
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| Performance standards |
| 1. As specified by the competency requirements relating to this post.
2. To provide a best value, efficient, effective Building Control service responsible to the needs of the customers.
3. To provide a Building Control service to achieve performance targets in accordance with standards and objectives set out in the Service Plan and CLG Building Control Performance Standards.
4. To provide an open, fair and consistent customer service in a courteous and responsive manner.
5. To undertake duties to achieve deadlines in accordance with an agreed work programme.
6. To act in a professional manner.
7. To comply in all working practices with BS EN ISO 9001:2015 Quality Assurance Building Control Quality and Procedural Manual to ensure that the services delivered by Building Control are quality driven, being responsive to customer needs, effective and efficient in operation and provided in accordance with the Council’s Customer Care Policy.
8. To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policy.
9. To comply with the Council’s policies and procedures.
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| Working conditions |
| The team is based in an open plan office – with site work consisting of regular visits to building sites and dangerous structures. |



## Person Specification

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| **Factor** | **Essential** | **Desirable** | **Assessment means** |
| Skills and Knowledge | Comprehensive knowledge of The Building Regulations 2010 (as amended) and associated legislation and guidanceAbility to carry out the full range of building control duties over a wide range of Building Regulations applications – Level 4/5 standardHighly detailed knowledge of building construction.Competent ICT skillsExcellent verbal communication, interpersonal and negotiation skills.Understanding and means to deliver a customer focused service | Marketing & Business development skills.Delivery of Fire Risk Assessments – knowledge and understanding of Regulatory Reform (Fire Safety) Order (RRFSO) 2005.Ability to carry out the full range of building control duties over a wide range of Building Regulations applications - from residential to major commercial/complex buildings – Level 6 standard | InterviewJob Application/CV |
| Qualifications and Training | Partly qualified Building Control Surveyor – with Associate Membership of RICS, CABE, CIOB or equivalent | Fully qualified Building Control Surveyor – with Full Membership of RICS, CABE, CIOB or equivalentFire Risk Assessment training/qualificationLABC – Fire Safety Specialist Competence Assessed (IFE) | Certification |
| Experience | Current extensive experience working in the building control profession – either with LABC or Private Sector Building Control body. | Delivery of Fire Risk Assessments. | Application Form.Interview |
| Special Requirements | Full Current driving licence.Physically capable of climbing ladders/ scaffolds to carry out full scope of duties of the post. |  | Application Form |