

Northumberland County Council

**JOB DESCRIPTION**

Post Title: Building Control Surveyor	Director/Service/Sector Directorate of Development & Regulatory Services / Development Management and Building Control		Office Use
Grade: Band 7	Workplace: Area Office location in North, West or South East Areas		JE ref: 0063 HRMS ref:
Responsible to: Area Building Control Manager	Date: Jan 2009	Manager Level: -	
<b>Job Purpose:</b> Duties of this post will be to undertake the full range of Building Control functions within the Area, this work includes plan vetting, inspection of building work in progress, dangerous structures, and means of escape in case of fire. The post-holder will assist the Area Building Control Manager in the fulfilment of the Council's statutory duty relating to health and safety of people in and around buildings, energy conservation and access of disabled persons, by ensuring that all works comply with the Building Regulations 2000 and associated legislation.			
Resources	Staff	None	
	Finance	None	
	Physical	Shared responsibility for the physical resources used by the area team including work-stations, IT hardware and software, and equipment used on site inspections. Capture, input and maintain key building and spatial information relating to the area level.	
	Clients	Shared responsibility for the general satisfaction of those who use the service and the safety of the general public when in and around buildings. Assist with the application of building control policies, procedures and services.	
<b>Duties and key result areas:</b>  1. Provide professional advice to applicants or their agents, contractors and third parties involved in the construction process and to the general public, professionals, officers and Members in respect of all duties and requirements of the Building Act 1984 and its allied legislation. 2. Effectively respond to and deal with routine service enquiries, providing service users with information that satisfies their need. This to be undertaken in accordance with the service's established procedures and quality standards. 3. Take responsibility for own caseload of Building Regulation Applications/Full Plans/Building Notices and Regularisations submitted for approval and dealing with this caseload within strict time limits and assessing their ability to meet the requirements of the Building Regulations and allied legislation. 4. Discuss, in person or by letter with applicants, their agents, builders, architects or engineer's, aspects of applications including the need to submit amendments 5. Ensure that decision notices in Building Regulation applications and Building Notices are issued within prescribed time limits 6. Inspect and assess on site at set stages of building work the suitability of materials, methods of construction and developments to meet the requirements of the Building Regulations and allied legislation. To keep records of site inspections and the work completed on site and issue completion certificates when required. 7. Check and ensure compliance by building owners and users with mandatory requirements in respect of means of escape in case of fire where responsibility rests fully with Building Control and liaise with the Fire Authority where necessary. 8. Investigate, report and implement appropriate action on unauthorised developments and initiate and implement any necessary legal proceedings or enforcement action to achieve the objectives of the Building Regulations and allied legislation. 9. Carry out the inspection of unsafe and dilapidated buildings and structures and to prepare, Dangerous Building Notices. in consultation with the Head of Service. Authorise such emergency works as are necessary to deal with the immediate problem including closing highways and demolishing buildings and to			

ensure that the site is secured and danger to the public removed. In cases of doubt this should be carried out in consultation with the Area BC Manager or Senior BCO

10. Maintain appropriate work records, write case notes and reports and answer correspondence relating to the work within the area to the required service standards, observing data protection and confidentiality rules and procedures.

11. Work collaboratively with internal colleagues and external contacts on building legislation matters in order to promote effective partnership arrangements for the delivery of a quality service.

12. Capture, record and apply service and caseload data, using ICT systems, in accordance with service procedures, to assist in the production of timely and accurate information about the BC service.

13. Actively apply policies, procedures, strategies and effective communication to bring the service's business plans and objectives into effect.

14. Active involvement, under the direction of senior professional staff and in accordance with service standards, in undertaking research, investigations, assignments and assessments in connection with caseload.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:

Working patterns:

Working conditions:

The work involves the need to visit construction sites throughout the area on a regular basis

Flexi hours. Some standby or call out arrangements may apply in respect of dangerous structures

The work is office based but involves working out on site on a regular basis and which could be in a lone working situation

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**PERSON SPECIFICATION**

<b>Post Title: Building Control Surveyor</b>	<b>Director/Service/Sector: Development &amp; Regulatory Services / Development Management and Building Control</b>	Ref: 63
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<p>A good standard of general education demonstrating numeracy and literacy.</p> <p>Knowledge of the main operational, procedural and practical issues relating to the BC service.</p> <p>Knowledge of current inter/national laws, regulations, policies, procedures, and developments relating to building control.</p> <p>Demonstrates an awareness and commitment to proactive customer care and services.</p> <p>Willingness to undertake ongoing continuous professional and personal development.</p>	<p>A relevant professional qualification. Eg RICS or ABE</p> <p>A degree in a relevant subject or equivalent vocational qualification.</p>	
<b>Experience</b>		
<p>Experience in building control or a closely related field</p> <p>Experience in working collaboratively with service users.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p>	<p>Experience in using GIS and BC Software applications</p>	
<b>Skills and competencies</b>		
<p>Effective IT skills and able to use ICT to achieve work objectives.</p> <p>Able to apply own initiative to overcome day-to-day operational problems.</p> <p>Prepares written material – reports, letters, site notes etc that are accurate, rational, convincing and coherent.</p> <p>Can communicate effectively with professionals and construction workers</p> <p>Numerate and able to understand building plans.</p> <p>Applies a methodical and analytical approach to problem solving.</p> <p>Remains calm and logical in stressful and difficult situations.</p> <p>Applies high standards of honesty, integrity, openness, and respect for others.</p> <p>Proactive and achievement orientated.</p> <p>Ability to work methodically and systematically with only general direct supervision</p>	<p>Negotiation skills and able to persuade others to an alternative point of view.</p>	
<b>Physical, mental and emotional demands</b>		
<p>Normally works from a seated position when within the office but with regular need to travel to other work locations and on site</p>		

Ability to work at heights or in foundations/trenches and no uncorrected sight defects. Need to maintain general awareness with periods of enhanced concentration. Extensive contact with public/clients on construction issues		
<b>Other</b>		
A current UK driving licence.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits