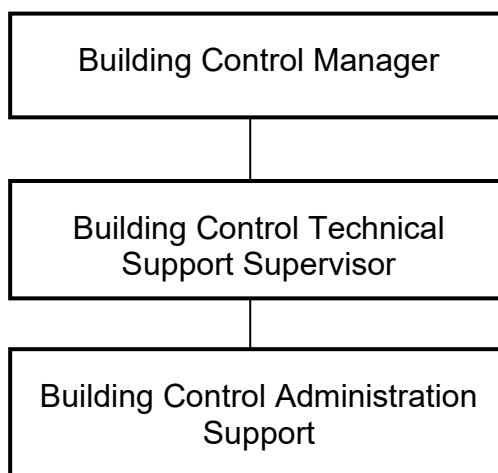




Job Description & Person Specification

Post Title	Building Control Administration Support				
JE Reference	X221	Grade	D+	SCP Range	12 - 14

Reporting line:



Job Purpose:

Responsible for the full range of Administrative support to the Building Control Manager and Team in a manner which takes into account relevant legislation and agreed policies of the Council.

To participate in the implementation of efficient and effective, quality assessed procedures and working arrangements to ensure that Council and Statutory targets are achieved.

To assist the Building Control Manager and Team deliver the Council's statutory and non-statutory responsibilities in order to provide a Building Control service which ensures buildings are safe, healthy, accessible and sustainable for current and future generations.

Relationships:

Accountable to: Building Control Manager and the Technical Support Supervisor

General Contacts: Liaison with a full range of clients, building professionals, members of the public, outside agencies and Council Officers

Key duties and responsibilities:

1. Examine, report upon, determine and issue decision notices in respect of applications deposited for domestic projects under the Building Regulations in a timely manner in accordance with the section's local performance indicators following procedures laid down in the section's quality management system.
2. Issue completion certificates for compliant work as appropriate; all in accordance with procedures laid down in the section's quality management system.
3. Communicate and negotiate with the public, appropriate officers of the council, external agencies and other professionals with regard domestic building projects deposited for determination under the Building Regulations.
4. Responsible for checking deposited applications against NWA's records for the proximity of public sewers and to liaise with NWA in this regard.
5. Responsible for assisting the Building Surveyors by giving advice to the general public, appropriate officers of the council and external agencies on all procedural and respect of domestic projects administrative aspects of the Building Control function and technical aspects of the Building Regulations.
6. Responsible for researching and responding to requests for information to local land charge enquiries using dedicated software including liaison with Solicitors as appropriate.
7. Responsible for effectively administering and retrieving data deposited with the section under the various building regulation competent person schemes (7 No).
8. Responsible for registering and progressing initial notices, plans certificates and final certificates received from Approved Inspectors (private building control bodies).
9. Provide cover and assistance during periods of absence or heavy workload in respect of receiving and processing building regulation applications and other service requests including the making up of deposited plans, information and internal documents into application files in accordance with written procedures.
10. Provide cover and assistance during periods of absence or heavy workload in respect of the timely and expeditious delivery of a range of different administrative tasks set out in the section's Quality Procedures with regards the issuing of decision notices, completion certificates and any other correspondence relating to building regulations applications; consultation with statutory bodies (Structural calculations, Development Management, NWA etc) and lapsed plan notifications.

General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal

4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

Last Updated: August 2026

Author: Nicola Smith

POST TITLE	GRADE
Building Control Administration Support	D+

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	- Substantial experience of working in a busy office environment - Substantial experience of communicating and negotiating with members of the public and external clients - Extensive experience of the Building Control function		A, I
SKILLS AND ABILITIES	- Excellent ability to organise workload and carry out a wide range of administrative and technical duties expeditiously to meet statutory time limits and to enhance service delivery. - Advanced keyboard and IT skills to complete tasks with precision and speed to the required standard and timescales. - Good ability to apply creative skills to develop solutions to domestic building control issues, fee queries office procedures etc - Excellent ability to multi task whilst under	Enthusiasm to embrace the use of modern technology in the delivery of the Building Control service	A, I

	- pressure • Ability to work without supervision • Excellent communication and negotiation skills • Excellent ability to communicate well with staff at all levels and to maintain an efficient and courteous interface with a wide range of internal and external clients		
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	• Minimum 5 GCSE's must include Maths and English or equivalent • HNC/D Building Studies or equivalent • Good knowledge of building construction. • Good knowledge of Building Regulations relating to domestic projects. • Extensive knowledge of Charges Regulations • Excellent knowledge in the operation of a wide range of bespoke IT systems		A, I, C
OTHER REQUIREMENTS	• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours • Commitment to own continuous personal and professional development • Strong team player, committed to an ethos of continuous improvement • Full driving license	• Evidence of own continuous personal and professional development	A, I, C
COMMITMENT TO EQUAL OPPORTUNITIES	• Commitment to equal opportunities and the ability to recognise the needs of different service users	• Evidence of having completed training in equality and diversity awareness	A,I

COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	• Commitment to provide a customer-focussed service	• Evidence of surpassing customer expectations or service targets / goals	A,I
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METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE
R = REFERENCE