

Job Description

Post title	Building Control Officer
Job Evaluation	Grade 7 - N10431, Grade 8 - N10430, Grade 9 - N10429, Grade 10 - N10428, Grade 11 – N11965
Grade	7-11
Service	Regeneration, Economy & Growth
Service area	Planning & Housing – Building Safety & Standards
Reporting to	Principal Building Control Officer
Location	Your normal place of work will be Green Lane Offices, Spennymoor, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post is not subject to a Basic/Standard/Enhanced Disclosure
Flexitime	This post is eligible for flexitime
Politically restricted	This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State

Description of role

The Building Control Officer will be responsible for assisting in the provision of the Building Regulation service ensuring the effective delivery of the statutory processes. In doing so the post holder will assist the Principal Building Control Officer in engaging customers including the general public, applicants, stakeholders and the development industry in the Building Control service. In doing, so the post holder will carry a case load of varied duties across a wide spectrum of building control activity.

Duties and Responsibilities

- To participate within a locality area to ensure smooth delivery of the service in a timely and customer focussed manner.
- To provide professional Building Control advice within an area locality team.
- To assist the Principal Building Control Officer in liaising with other services/outside bodies; community groups and Elected Members as required delivering effective and responsive Building Control services as necessary.
- To assist the Principal Building Control Officer in contributing to service improvement initiatives and effective performance management for the Building Control Service.
- To assist the Principal Building Control Officer in meeting the demands/requests of the public, including community groups and organisations to both engage the community in the service and to further the interests of the service.

- To maintain the status of 'registered building inspector' with the Building Safety Regulator at the appropriate level.
- To support the Principal Building Control Officer to implement Building Regulations and their enforcement in accordance with powers delegated by the council, including;
 - Pre-Application advice and guidance.
 - Receipt, validation, administration and plan examination of applications for Building Regulation Approval, including applications submitted as part of the LABC Partner Authority Scheme.
 - Site inspection of developments to determine building work carried out on site is compliant with Building Regulations and any other relevant Legislation.
 - Processing of Initial Notices submitted by Approved Inspectors.
 - Processing of consultations for all types of Building Regulation Applications.
 - Administer the Council's responsibilities in relation to Dangerous Structures and Demolitions.
 - Enforcement of Building Regulation Legislation.
 - Maintain a Competent Persons Register in relation to Building Control work.
 - Advice and guidance in relation to disabled access and the Equality Act.
 - Maintain documentation and information as required by statutory regulations relating to Building Control.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council's values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Salary and Bars

The Building Control Officer post encompasses the salary range from grade 7 to 11 which equates to Spinal Column Points 15 to 34. Job evaluation has been undertaken for the five different grades. The Bars are as follows:

Grade 7 (SCP 15 to 22)	Qualified to HNC level or equivalent in a building related subject. Level 1 BSR registered.
Grade 8 (SCP 20 to 25)	Qualified to HNC level or equivalent in a building related subject and experience of working within a Building Control environment. Level 2 BSR registered.
Grade 9 (SCP 24 to 28)	Qualified to HND level or equivalent in a building related subject and substantial experience of working within a Building Control environment. Level 2 BSR registered.
Grade 10 (SCP 27 to 31)	Qualified to HND level or equivalent in a building related subject and full membership of RICS, CIOB or ABE or equivalent and significant experience of working within a Building Control environment and able to demonstrate with evidence their significant experience working upon larger more complex projects. Level 2 BSR registered.
Grade 11 (SCP 30 to 34)	Qualified to HND level or equivalent in a building related subject and full membership of RICS, CIOB or ABE or equivalent and significant experience of working within a Building Control environment and able to demonstrate with evidence their significant experience working upon larger more complex projects together with mentoring of more junior members of staff. Level 2 BSR registered.

Progression through the grade is determined by an objective measurement of evaluation criteria which is considered at a progression interview. The progression panel consists of at least Building Control Manager and one Principal Building Control Officer. The employee will be expected to be undertaking the actual work and demonstrating competency commensurate with their career grade rather than just having the training or skills to allow them to potentially undertake such work. The panel will consider each employee's suitability to progress based upon a number of measures including but not exclusive to:

- Professional approach and committed to own development
- Delivery of strong personal levels of performance, relevant to service PI's in existing duties

- Applies relevant knowledge in practice
- Demonstrates the ability to reflect on best practice
- Builds reflective relationships with internal and external partners

Person Specification

Attributes	Essential	Desirable
Qualifications	• (Grade 7) HNC or equivalent in a building related subject and level 1 BSR registered. • (To progress to Grade 8) – HNC or equivalent in a building related subject. Level 2 BSR registered or be working towards • (To progress to Grade 9) – HND or equivalent in a building related subject. Level 2 BSR registered or be working towards • (To progress to Grade 10-11) – HND or equivalent in a building related subject and full membership of RICS, CIOB or ABE or equivalent. Level 2 BSR registered or be working towards	• Professional qualification (CIOB, RICS or ABE) or equivalent Professional Qualification.
Experience	• Demonstrate experience / knowledge of Building Regulations and other legislation. • Demonstrate experience / knowledge in Surveying/Construction related employment. • Demonstrate experience / knowledge of Building Control Enforcement services. • Demonstrate experience / knowledge of Dangerous Structures and associated Legislation. • Relevant knowledge of Demolition services. • (To progress to Grade 8 – demonstrate experience of working within a Building Control environment) • (To progress to Grade 9 – demonstrate substantial experience of working within a Building Control environment) • (To progress to Grade 10 – demonstrate significant experience of working within a Building Control environment and able to demonstrate with evidence their significant experience working upon large/complex projects) • (To progress to Grade 11 – demonstrate significant experience of working within a Building Control environment and able to demonstrate with evidence their significant experience working upon large/complex projects together with experience of mentoring more junior members of staff)	• Construction related work experience. • ICT skills relevant to construction activity.

Skills and Knowledge	• Relevant up to date knowledge of all relevant Building Regulation Legislation in relation to Building Control services. • Relevant up to date knowledge in relation to administering the Council's responsibilities relating to Dangerous Structures and Demolitions. • Ability to carry out site inspections to establish compliance with Building Regulations. • Ability to carry out investigations of alleged contraventions of the Building Regulations and take enforcement action where necessary. • Ability to carry out plan examination of submitted Building Regulation applications to determine compliance with Building Regulations and other relevant legislation. • Good interpersonal skills, including the ability to communicate effectively, both orally and in writing, with a wide range of people from different backgrounds. • Ability to demonstrate customer orientated approach to service delivery. • Ability to establish stakeholder relationships and to communicate effectively with a wide range of partners; including other employees of similar disciplines both from within the council and external bodies. • Ability to recognise key issues, identify problems and find, and implement, solutions. • Good knowledge of Building Control service issues including national and local performance framework. • Good knowledge of community engagement and customer first approach to service delivery. • (To progress to Grade 11 – ability to mentor and support junior members of staff)	• Knowledge of statutory process relating to other related disciplines. • Familiarity with and ability to use relevant ICT infrastructure. • Knowledge of LABC structure and services.
Personal Qualities	• Self-motivation. • Ability to show determination to achieve results; to see complex projects through to completion. • Willingness/ability to work on own initiative and/or as part of a team, maintaining high levels of integrity and discretion. • Positive approach to customer care, performance management.	• Ability to understand corporate implications of decision-making process.

	• Positive and can-do approach to service delivery. • Willingness to undertake flexible working arrangements to meet service and project requirements. • Persevering and problem-solving approach. • Travel is an essential requirement of the post. • May be required to work outside of normal office hours.	
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