 **Person Specification**

# Post: Senior Building Control Surveyor

# Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

* Extensive working knowledge and ability to apply Building Regulations, relevant sections of the Building Act 1984 and the associated legislation.
* Understanding of the other non-building regulation services delivered by building control and relevant legislation.
* Chartered membership of the RICS, CABE or demonstration of building control experience aligned to such qualification or Level 6 LABC competency matrix.
* Ability to manage a busy caseload and possession of good organisational skills to deal with conflicting work load priorities and deadlines.
* Good interpersonal skills, ability to communicate complex matters to a range of stakeholders.
* Ability to work as both part of a team and autonomously.

Desirable

* Experience in the delivery of non-building regulation services provided by building control
* Experience in undertaking the role of lead officer in dealing with key customers, major / complex projects or issues.
* Awareness of council policy/procedure, customer care and complaints handling

# Part B

The following criteria will be further explored at the interview stage:

* Work planning, performance and personal productivity
* Written and oral communications skills
* Technical knowledge
* Demonstration of ability to perform duties with minimum supervision.
* Approach to analysing issues and implementing/proposing decisions on complex work matters
* Approach to developing and maintaining positive working relationships with clients, colleagues and stakeholders, both internal and external.
* Leading by example and assisting colleagues in working as a team
* Adaptability to change

**Additional Requirements**

* If not currently licensed, the successful candidate will be required to undertake LABC’s Fire Safety Specialist validation examination.
* If not currently CSCS licensed, the successful candidate will be required to undertake the CITB Health, safety and environment test.
* Infrequently, there may be reason to work outside normal working hours.