

JOB DESCRIPTION

Post Title: Senior Building Control Officer

Post Hours: 37 per week

Grade: Grade 6/7/8

Responsible to: Building Control Team Leader

Responsible for: 1 – 4 Building Control Technician

Main Contacts:

- Building Control colleagues
- Council wide colleagues
- Members of the public
- Builders
- Agents
- Councillors – Ward/Town/Parish
- Solicitors/other professional bodies
- Other Local Authority Officers
- Fire Service/Police
- Architects
- Surveyors
- Court Officials

Job Purpose:

To assist in the operation of an effective and high quality Building Control service, ensuring that statutory requirements are fulfilled.

Control of Resources:

- Laptop
 - Mobile Phone
 - Various measuring equipment
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Main Responsibilities:

1. To risk assess, determine fees, validate and check all types of Building Regulation applications, preparing fire plans, giving guidance, undertaking consultation with internal/external bodies and issuing decisions within fixed time limits.
2. To undertake site inspections in accordance with statutory requirements, clients requests and service level agreements, managing any subsequent conflict of priorities.
3. To investigate breaches of Building Regulations, take appropriate action in accordance with Council Policy, collate evidence, prepare reports and appear in court as necessary.
4. To determine dangerous structures, offering professional advice and taking appropriate action, taking part in an out of hours emergency service where necessary, as part of a rota system.
5. To supervise the demolition of buildings, ensuring safety is maintained at all times.
6. To supervise and mentor junior staff, ensuring that adequate in house training and professional development is achieved.
7. To provide information and guidance to members, officers, the public and other agencies/organisations on Building Regulation issues, providing reports where necessary.
8. To assist in identifying and developing marketing opportunities and strategies for the service.
9. To assist in the continual development of IT strategies and initiatives to maintain and improve outputs and customer service.
10. To represent the service on internal/external/corporate issues, deputising for the Team Leader when required.
11. To undertake specialist statutory or commercial activities associated with Building Control.
12. To undertake training and development as necessary in order to ensure that all required knowledge and skills are maintained and up to date.
13. To be flexible in undertaking any other duties which may be assigned and which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

EMPLOYEE SPECIFICATION

Selection Criteria	Essential or Desirable	How Measured
Qualifications/Training		
1. Level 6 Building Control degree or equivalent	Essential for grade 7/8	Application Certification
2. Corporate membership of CABE/RICS or equivalent or relevant experience in Building Control	Essential for Grade 7	Application Certification
3. Corporate membership of CABE/RICS or equivalent with 5 years post qualification Or 8 years relevant experience in Building Control	Essential for Grade 8	Application Certification
4. Can demonstrate continuous professional development	Essential	Application
Knowledge, Skills, Abilities and Experience		
5. Detailed knowledge of the Building Act, Building Regulations and associated legislation.	Essential	Application Interview
6. Good written and verbal communication skills with the ability to deliver presentations and to deal appropriately with people in challenging situations.	Essential	Application Interview
7. Experience of PACE and undertaking enforcement action.	Essential	Application Interview
8. IT literate with experience of using Microsoft Office or similar and of using Building Control management software.	Essential	Application Interview
9. Ability to plan and progress work without supervision and manage time effectively to meet targets.	Essential	Application Interview
10. Detailed knowledge of building construction.	Essential	Application Interview

11. Experience of dealing with dangerous structures and demolitions.	Essential	Application Interview
12. Knowledge of the statutory, regulatory, strategic and key operational requirements relevant to the role.	Essential for Grade 8	Application Interview
13. Awareness/knowledge of Local Authority policies, practices and procedures.	Essential for Grade 8	Application Interview
14. Experience of risk assessing, determining fees and validating Building Regulation applications	Essential for Grade 8	Application Interview
15. Ability to travel independently around the North Lincolnshire area to a range of locations/sites, ensuring that all work is undertaken safely.	Essential	Application Interview
16. Ability to take part in a rota system for out of hours call outs	Essential	Application Interview