



Department of Planning and Economic Regeneration
JOB OUTLINE

Job Title: Principal Building Control Officer **Post Number:** 1725 (PN008866)

Responsible to: Building Control Team Leader **Scale Point:** 35

Overall Purpose of the Job: The examination, processing and determination of applications under the Building Act. The carrying out of on site inspection of works. To supervise the building control officers and to be responsible for the delivery of the service within a geographical area.

Principal Accountabilities:

1. To ensure all applications under the Building Act are processed in accordance with legal requirements, council policies, service standards, the service's performance criteria and good professional practice.
2. To undertake consultations, negotiations and discussions as appropriate with applicants, agents, statutory bodies, consultees and the general public; and to liaise and work with other professional and support staff to ensure the best possible delivery of services to the public.
3. To inspect work on site as necessary to ensure compliance with the Building Regulations.
4. To advise applicants, agents, outside bodies and members of the public with regard to building control applications and other building control matters as required.
5. To inspect dangerous structures and take action to remove a danger to the public as required and to participate in the out of hours emergency call out service.
6. To assist the Building Control Team Leaders in the formulation and implementation of policy, budgetary and fee charging.
8. To actively engage in liaison with local disability groups to further the Council's community aims
9. Any duties and responsibilities appropriate to the grade and level of responsibility of the post.

General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with the legislation.
3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

Postholder's Signature:

Date:



EMPLOYEE SPECIFICATION

POST TITLE: PRINCIPAL BUILDING CONTROL OFFICER

Post: 1725

SCP: PT35

Competency	Specific Requirements	
Skills development	Essential	<ul style="list-style-type: none"> • Extensive experience and proven ability as a building control officer in all aspects of the Building Act and Building Regulations. Experience of supervising staff. • Good building control educational background to an advanced level equivalent to final entry requirements for full professional membership of a relevant professional body. • Extensive knowledge of the Building Act and Building Regulations, allied legislation and Health and Safety legislation, including Approved Documents, British Standards, European Standards and relevant Codes of Practice.
	Desirable	<ul style="list-style-type: none"> • Knowledge of fire codes, building bulletins, BS9999 or similar specialist areas of construction. Knowledge of Local authority service delivery issues. • Full membership of a relevant professional body e.g. CIOB, RICS, CABE
Understands customers	Essential	<ul style="list-style-type: none"> • Treats customers with respect • Gives the customer confidence in what they have done/said
	Desirable	
Communication	Essential	<ul style="list-style-type: none"> • An ability to fulfil all spoken aspects of the role with confidence through the medium of English • Listens to understand - Effective communication and negotiating skills and the ability to work as part of a team. • Delivers information clearly • Provides clear direction
	Desirable	
Delivers outcomes	Essential	<ul style="list-style-type: none"> • Solves problems • Works on own initiative

	Desirable	
Values collaboration	Essential	<ul style="list-style-type: none"> • Acts with integrity and honesty • Is a team player
	Desirable	
Maximises performance	Essential	<ul style="list-style-type: none"> • Is organised • Takes appropriate action to improve others' performance - The ability to organise work and supervise staff in the delivery of the service to meet deadlines and performance indicators.
	Desirable	
Transformational change and innovation	Essential	<ul style="list-style-type: none"> • Understands the need for change - Is aware of customers and their needs. • Encourages innovation - Commercially aware and the need to develop the service to meet the needs of customers.
	Desirable	
Maximises use of technology	Essential	<ul style="list-style-type: none"> • Uses technology effectively - Understanding and experience of Building Control IT systems and software. • Applies technology to support service redesign and digital service delivery - Appreciation of available systems and use to enhance customer use and service efficiencies.
	Desirable	