


## GLPC Job Description

	<b>Job Title</b>	Building Control Surveyor
	<b>Directorate</b>	Regeneration & Environment
	<b>Department</b>	Building Control
	<b>Grade</b>	P01-P04
	<b>Reports to</b>	1 x Senior Building Control Manager 1 x Building Control Manager
	<b>Staffing Responsibility</b>	PO2 and above Day to day supervision of Assistant Building Control Surveyors

### Job Purpose:

To assist the Building Control Service in carrying out its regulatory function of supervising building works through the examination of construction plans / specification and site inspections for compliance with the Building Regulations and associated legislation.

Promote the Building Control Service / Council and to work effectively, contributing to the delivery of high quality, cost effective, customer focussed services and to ensure corporate and service objectives are achieved at all times providing quality technical support to all stakeholders.

### Principal Accountabilities and Responsibilities:

#### (P01):

1. With regard to the interpretation and enforcement of Building Regulations and other relevant Legislation,
  - a. Carry out plan examinations (including where appropriate general structural matters) within agreed deadlines, to a high standard, prepare reports, and negotiate with applicants and/or agents to ensure satisfactory compliance with the Regulations.
  - b. Carry out site inspections of building work at various stages of construction to an agreed regime, in all weathers and conditions and record effectively the results and outcomes.
  - c. Carry out checks for unauthorised works and non-compliance works including preparation of evidence / reports / letters to applicants, as required.
  - d. Develop and enhance knowledge of legislation, methods of construction and construction related matters. Periodically review relevant legislation / guidance to ensure that the Council is always operating 'Best Practice'.
  - e. Provide cover for technical administrative duties, as required, to ensure effective processing of applications, validations, etc. including work relating to team inboxes, emails, digital post boxes and other areas.

2. The postholder will provide frontline technical advice and undertake workload using judgement, experience, knowledge and interpersonal skills. You will provide pre-application advice, review, monitor and determine proposals together with on-site inspection and, as appropriate carry out enforcement action to ensure compliance with the relevant legislation.
3. Respond to emails, letters, telephone, or face to face enquiries from members of the public and other stakeholders providing advice and guidance.
4. Provide a full regulatory service including surveillance of building work, following-up on reports relating to unauthorised works, dangerous structures, checking for compliance of building works on allocated district work and support other departments of the Council.
5. Responsible for advising on Building Regulations charging scheme, legislation and local schemes and be able to explain, discuss and determine charges in relation to particular projects.
6. Responsible for the determination, challenge and processing of work relating to acceptance, rejection or invalidation of Initial Notices submitted to local authorities by Approved Inspectors and will enforce appropriate legislation. Negotiate and correspond with Approved Inspectors, prepare reports / evidence and information to submit in support of determinations, etc.
7. Investigate and respond to customer / solicitor enquiries, complaints and legal matters, as required.
8. Responsible for Naming and Numbering process and will assist with determining correct addresses in accordance with agreed protocols in association with Admin and Managers. Resolve Naming and Numbering enquiries and resolving conflicts where appropriate.
9. Assist in the development, implementation and operation of new / improved ways of working, developing new areas of business and services, as appropriate.
10. Promote the Council, Department and the Building Control service to clients and customers including contractors, agents and residents at all times. The post-holder must understand and be able to operate in a context of competition with the private sector for the provision of services to secure work for the Council and maximise income.
11. Contribute towards achieving and maintaining Corporate and Service objectives (as may be set out in the service plan) and to assist with developing and maintaining written procedures in connection with the Quality System.
12. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
13. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
14. Undertake any other duties commensurate with the general level of responsibility of this post.
15. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

**(P02) – As above PLUS:**

16. Undertake general structural calculation checks and provide help and guidance to applicants, builders, etc. in relation to residential alterations and extensions, loft conversions, etc. together with commercial projects.
17. Led on delegated projects. To act as a primary contact in relation to Building Regulations and other Building Control matters and supplementary consultancy work, as applicable.
18. Assist in provision of any additional professional services which may be introduced in respect of supplementary consultancy works as may be required from time to time (including work across Borough boundaries) in relation to Partnership working.
19. Provide adequate guidance and support to colleagues as and when required..

**(P03) – As above PLUS:**

20. Undertake work in relation to more complex residential and commercial projects incorporating innovative design solutions.
21. Assist the Major Projects team in the checking of plans and inspection of building works.
22. Develop good working relationships with new partners. Encourage new partners into the LABC scheme, manage process and lead on client expectation.
23. As required, develop standard solutions / design guides in respect of Building Regulation matters.

**(P04) – As above PLUS:**

24. Undertake initial investigation of alleged Dangerous Structures, as delegated, including report and assistance in preparation of any required notices.
25. Be the primary source of guidance for our stakeholders with regard to Technical, Administrative, Charging and Legislative knowledge.
26. Investigate complaints, prepare reports and complete responses on the corporate complaints system as required.
27. Undertake complex analysis of buildings, building systems and construction material in respect of all aspects of the Building Regulations.
28. Generate reports to assist with processing of applications and Service targets.
29. Set agendas, take minutes and attend / chair technical meetings with clients on behalf of the Service
30. Undertake and present special Service development projects, as appropriate.

**Progression to the higher grade will be determined through assessment(s) carried out at time of appraisals to confirm satisfactory understanding, experience and qualification of the higher duties and functions.**

<b>DBS Status</b>	No check required
<b>Politically Restricted</b>	No

## Person Specification

<p><b>Specify the qualifications, experience, skills and abilities required on the basis of the Job Description.</b></p>	<p><b>To be identified by:</b>            Application Form(A)            Test/assessment (T)            Interview (I)            (Please indicate all that apply)</p>
<p><b>Qualifications and Professional Membership requirements:</b></p> <p><b>P01-P04:</b> Completed Building Engineering, Building Surveying or other (relevant) construction related degree.</p> <p><b>P01-P02:</b> Associated member of CABE, RICS, CIOB, IStructE or ICE</p> <p><b>P03-P04:</b> Full member of CABE, RICS, CIOB, IStructE or ICE</p> <p>Have a commitment to undertake the Level 6 – LABC Fire Safety Competence Validation Certificate</p> <p>In all cases, the post-holder must take responsibility for continuously enhancing his/her own learning through Continuous Professional Development.</p> <p>In all cases, the post-holder should have a full UK driving licence and access to a car to travel to sites within and outside the borough.</p>	<p>A</p> <p>A</p> <p>A</p> <p>I</p> <p>A</p> <p>A</p>

<b>Knowledge (please specify all essential criteria):</b>	
<b>P01:</b>	
<ul style="list-style-type: none"> <li>• Full understanding of Building Control Regulations, The Building Act, Approved Documents and Associated Legislation and Standards.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Comprehensive knowledge of construction materials, techniques and their evaluation.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Working knowledge of the Service policy, procedures and pledges.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• In depth understanding of enforcement legislation and procedures.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Full understanding of Approved Inspector Regulations</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• In depth knowledge of Street Name and Numbering procedures.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Working knowledge of the Service Charging Scheme</li> </ul>	A & I
<b>P02 – As above PLUS</b>	
<ul style="list-style-type: none"> <li>• Understanding of quality systems, auditing and feedback systems</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Working knowledge of computer analysis software for the checking of Structural Elements.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Understanding of intricate building systems and solutions.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Understanding of more complex buildings / building work.</li> </ul>	A & I
<b>P03 – As above PLUS</b>	
<ul style="list-style-type: none"> <li>• Full understanding of Building Control functions and duties.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Working knowledge of complaints system and procedures.</li> </ul>	A & I
<b>P04 – As above PLUS</b>	
<ul style="list-style-type: none"> <li>• Working knowledge of dangerous structures legislation and procedures.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Full understanding of Building Control Legislation, Regulations and support documents.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Full understanding of the Service database and its operations.</li> </ul>	A & I

**Experience (please specify all essential criteria):**

**P01:**

- Experience of effective team working, preparing reports and technical documents, working under own initiative / pressure to meet deadlines. A & I
- Experience of dealing with customers in all communication formats. A & I
- Experience of investigating infringements and taking effective enforcement action and/or seeking suitable resolutions. A & I
- Experience of low to medium rise buildings; drainage, fire-safety; structural arrangement, energy efficiency and attending sites for the purpose of carrying out inspections / surveys or instructing work. A & I
- Experience of processing Approved Inspectors documentation. A & I
- Experience of using charging scheme to determine fee for building control applications and registering / validating applications. A & I
- Experience in reviewing / improving systems and procedures including writing procedures and/or auditing processes. A & I

**P02 – As above PLUS**

- Experience of checking structural calculations for domestic and small commercial projects. A & I
- Experience of preparing design guides and standard solutions. A & I
- Experience of leading on Service review projects. A & I
- Experience of supervising officers A & I

**P03 – As above PLUS**

- Experience of checking complex residential buildings and medium sized commercial applications carrying out building work. A & I
- Experience of managing partners and developing good rapport with customers and other stakeholders. A & I
- Experience of checking Major Project schemes for compliance A & I
- Experience of investigating and responding to Service complaints. A & I

**P04 – As above PLUS**

- Experience of investigating Dangerous Structure reports and instructing remedial works. A & I
- Experience of carrying out complex analysis into elements of the Building Regulations. A & I
- Experience of managing meetings, setting agendas and taking minutes. A & I

<b>Skills and abilities (please specify all essential criteria):</b>	
<b>PO1:</b>	
<ul style="list-style-type: none"> <li>• Ability to work to agreed targets and deadlines.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Strong ability to communicate with our stakeholders via direct contact and/or telephone, emails, letters and in meetings.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Understanding of good customer service and providing a quality service.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Strong capability to research products and systems for compliance with the Building Regulations.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Ability to undertake site inspections throughout the borough (and, on occasion outside of borough) over rough terrain, at heights, on construction sites, residents homes, businesses, etc.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Ability to manage own workload and work remotely with minimum supervision.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Ability to operate within a competitive market and promote the Service to our customers.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Ability to undertake enforcement work to ensure satisfactory outcomes, including preparation of reports and acting as expert witness, as appropriate.</li> </ul>	A & I
<b>P02: As above PLUS</b>	
<ul style="list-style-type: none"> <li>• Ability to check structural calculations for domestic projects.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Ability to lead on Service review projects.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Capable of leading a project team.</li> </ul>	A & I
<b>P03: As above PLUS</b>	
<ul style="list-style-type: none"> <li>• Ability to make challenging and complex decisions involving life safety and financial implications for stakeholders and the Council.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Ability to assist in the preparation of new services.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Ability to provide excellent services to our partners and customers.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>• Ability to investigate Service complaints and prepare formal responses.</li> </ul>	A & I



<b>Skills and abilities (please specify all essential criteria):</b>	
<b>P04: As above PLUS</b>	
<ul style="list-style-type: none"> <li>The post-holder must be capable of assisting the marketing and promotion of Local Authority Building Control to Clients, Developers and Contractors, negotiation of service levels, charges etc.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>The post-holder must have good analytical / research skills to appraise complex, unique and innovative solutions</li> </ul>	A & I
<ul style="list-style-type: none"> <li>Ability to undertake special / research projects as required and agreed with line manager to develop services</li> </ul>	A & I
<ul style="list-style-type: none"> <li>Ability to survey dangerous structures, prepare documentation and instruct owners to remove danger.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>Ability to understand the Service database and generate appropriate performance reports.</li> </ul>	A & I
<ul style="list-style-type: none"> <li>Ability to manage and chair meetings</li> </ul>	A & I
<b>List desirable criteria:</b>	
<ul style="list-style-type: none"> <li>Level 6 – LABC Fire Safety Competence Validation Certificate</li> </ul>	A
<ul style="list-style-type: none"> <li>CSCS Site Safety Card or equivalent</li> </ul>	A
<ul style="list-style-type: none"> <li>Other specialist qualification would be an advantage and taken into account when deciding the level of appointment.</li> </ul>	A