CHELMSFORD CITY COUNCIL

**JOB DESCRIPTION**

**Job Title**  Building Control Officer

**Service** Sustainable Communities

**Grade** 9

**Responsible to** Building Control Team Manager

**1. Main Purpose of the Job**

1.1 To assist the Building Control Team Manager to implement and enforce the Building Regulations and allied legislation as part of a team led by the Senior Building Control Officer and the Building Control Manager.

**2. Duties and Responsibilities**

* 1. Answer queries from Architects, Surveyors, Builders and Members of the Public on all matters relating to the Building Regulations, including procedural and charges guidance.
  2. Liaise with other relevant services and external agencies.
  3. Processing of Full Plans applications, Building Notices, Regularisation applications and Reversions from Initial Notices to ensure compliance with the Building Regulations. Keeping accurate records and completing check lists relating to the processing of such applications.
  4. Undertake site inspections of all works carried out following receipt of statutory notices, also routine inspections at regular intervals during construction where no relevant notices have been received for the works. All to ensure full compliance with the Building Regulations. Keeping accurate records of all such inspections as required in electronic format, in such a manner as could be reproduced as evidence if so required.
  5. Dealing with and keeping records of unauthorised building work in contravention of the Building Regulations and dealing with reversion of works due to the cancellation of Initial Notices.
  6. Assisting in the enforcement of planning control by informing Development Control where there appears to be deviation from approved Building Regulation plans that may require revised Town Planning approval and unauthorised works.
  7. Writing letters and preparation of reports on contraventions of the Building Regulations.
  8. Preparation of reports on application for relaxation or dispensation of the Building Regulations.
  9. Assisting, where required, the Building Control Manager and Senior Building Control Officer in the inspection and control of Dangerous Structures, Demolition of Buildings and any other duties undertaken by the Building Control Service.
  10. Keeping up to date with current legislation, building practices and new technology.
  11. Maintain registration with the Building Safety Regulator as a class 2 registered building Inspector and complete the required hours of appropriate CPD annually to comply with the requirements of the appropriate Building Safety Regulator registration competency scheme.

**3. Work Location**

You will normally be based at the **Civic Centre**, Chelmsford, but may be required to work from any other location within the City should circumstances make it necessary.

**4. General Conditions**

A. This Job Description is subject to your conditions of Employment, which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and such other duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made.

B. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.

C. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.

D. It is a condition of employment that you may be required to assist in the organisation and running of elections or referenda that take place in the City, relating to Parish Councils, the City Council, the County Council, Parliament and the European Parliament, or other similar bodies. You will normally only be required to carry out election and referenda duties when there are insufficient experienced volunteers from within the Council's service who are available for and able to carry out such duties.

E. You will carry out your responsibilities with due regard to the Council's Equal Opportunities Policy.

F.You will be made aware and undertake training as required in line with your responsibilities set out in the Council’s Safeguarding Children and Vulnerable Adults policy.

**PERSON SPECIFICATION**

**BUILDING CONTROL OFFICER**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Education/Qualifications**  Appropriate Building Technology qualification and either full membership, or working to achieve full membership, of MRICS, MCABE or MCIOB    Evidence of meeting obligations for Continuing Professional Development as required by RICS, CABE, CIOB  Registered with the Building Safety Regulator as a class 2 Registered Building Inspector. | E  E  E | -  -  - |
| **Knowledge**  Current Building Regulations, Approved Documents and allied legislation in order to carry out plan vetting and site inspections  Building Act 1984 in order to carry out plan vetting and site inspections.    Building Law (Building Safety Act 2022, Party Wall Act, Equality Act Planning etc.) with respect to its interaction with the Building Regulations in order to carry out plan vetting, site inspections and enforcement of the Building Regulations.    Good IT Skills (Word/Excel/DataSpace Live, Civica) | E  E  E  E | -  -  -  - |
| **Experience**  Checking deposited plans for compliance with the Building Regulations    Site inspections of building works in progress to ensure compliance with the Building Regulations    Preparing letters and written reports  Using a variety of IT systems and data management systems  Conducting meetings with architects, contractors to resolve issues of non-compliance of the Building Regulations and provide pre-application advice. | E  E  E  E  E | -  -  -  -  - |
| **Personal Qualities and Attributes**  Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:  Excellent written communication skills  (letter and report writing)  Excellent oral communication skills  (Negotiations with customers, telephone calls etc.)  Ability to work as part of a team  Commitment to service objectives.  Manage time and prioritise work effectively  Flexible approach to changing working practises    Ability to carry out site inspections alone and to work with minimum supervision.    Flexible approach to working hours  Full driving licence and use of car for business  The ability to work under pressure and to tight statutory deadlines.  Commitment to customer care and equal opportunities | E  E  E  E  E  E  E  E  E  E  E  E | -  -  -  -  -  -  -  -  -  -  -  - |
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