**CHELMSFORD CITY COUNCIL**

**JOB DESCRIPTION**

**Job Title** Senior Building Control Officer

**Service** Planning and Building Control Services

**Grade** 10

**Reporting To** Building Control Team Manager

1. **Main Purpose of the Job**

1.1 To assist the Building Control Team Manager to enforce the Building Regulations and allied legislation within an area of Chelmsford City Council.

1.2 To deputise for the Building Control Team Manager in their absence to ensure service delivery continuity and that performance targets are achieved.

1.3 To assist the Building Control Team Manager to supervise daily workloads within the team. To act as lead officer on more complex projects and provide advice and guidance to team members on technical matters.

1. **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. Deputise for the Building Control Team Manager in their absence and ensure service delivery and performance targets are met.
   3. Be responsible to act as the lead officer either individually or as part of a team on more complex projects and non-standard buildings.
   4. Processing of Full Plans applications, Building Notices, Regularisations and Reversions to ensure compliance with the Building Regulations. The processing of full plans would include more complex projects and non-standard buildings.
   5. Keeping accurate records and completing check lists relating to the processing of such applications in paragraph 2.3
   6. 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.
   7. Keeping accurate records of all inspections in paragraph 2.5 in electronic format within the Councils data management system, in such a manner as could be reproduced as evidence if so required.
   8. Dealing with and keeping records of unauthorised building work in contravention of the Building Regulations.
   9. To inspect reported dangerous structures, write reports and ensure appropriate action is undertaken including attendance at Magistrates court where required.
   10. To control, as required, the demolition of buildings following notification of proposed work.
   11. Liaise with all other relevant services and external agencies.
   12. Assisting in the enforcement of planning control by informing Development Control where there appears to be a deviation from approved Building Regulation plans that may require revised Town Planning approval and unauthorised works.
   13. Writing letters and preparation of reports on contraventions of the Building Regulations.
   14. Preparation of reports on application for relaxation or dispensation of the Building Regulations.
   15. Keeping up to date with current legislation, building practice and new technology.
   16. Any other duties commensurate with the grade as directed by Management.
   17. Maintain registration with the Building Safety Regulator as a class 2 (A-F) or class 3 registered building inspector and complete the required hours of appropriate CPD to comply with the requirements of the appropriate Building Safety Regulator registration competency scheme.

**3. Work Location**

You will normally be based at Civic Centre, Chelmsford however in line with the Council’s policies, flexible working arrangements are available. You may be required to work from any other location within the City should circumstances make it necessary.

4. General Conditions

1. 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.
2. It may be necessary, from time to time, for you to work hours in excess of, or differing from, your normal working hours.
3. It may be necessary for you to be trained in, and use, new technology as it is introduced into the Council's activities.
4. 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 Borough, relating to Parish Councils, the Borough 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.
5. You will carry out your responsibilities with due regard to the Council's Equal Opportunities Policy.
6. 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.

G. All staff have a responsibility for data security in accordance with Data Protection regulations. You are required to ensure that you adhere to Council Policies and Procedures regarding data security. Whilst working at the Council, you may gain knowledge of confidential matters about members of the public and staff. Such information must be considered strictly confidential and must not be discussed or disclosed in an unauthorised manner. Service Managers and designated Information Asset Owners must be aware of their responsibilities, internal procedures and training requirements as directed by the Information Governance team.

**PERSON SPECIFICATION**

**SENIOR BUILDING CONTROL OFFICER.**

**ESSENTIAL DESIRABLE**

**Education/Qualifications**

Appropriate Building Technology qualification E -

and full membership of MRICS, MCABE

or MCIOB

Evidence of meeting obligations for CPD E -

as required by RICS, CABE, CIOB

Registered with the Building Safety Regulator

as a Class 2 (A- F) or Class 3 registered building inspector E

**Knowledge**

Current Building Regulations and Approved Documents

In order to carry out plan vetting and site inspections E -

Building Act 1984 in order to carry out plan vetting,

site inspections and enforcement of the Building

Regulations E -

Relevant sections of the Building Safety Act 2022 that

Relate to higher risk building, amendments to the

Building Safety Act 1984 and the regulation of

The building control profession in order to carry out

plan vetting, site inspections and enforcement

of the Building Regulations E -

Building Law (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 E -

Local Government General procedures - D

Very Good IT skills (Word/Excel/Civica/DSL) E -

**Experience**

Checking deposited plans for compliance with

The Building Regulations E -

Site Inspections of building works in progress

To ensure compliance with the Building Regulations E -

Preparing letters and written reports E -

Using a variety of IT systems and data management

systems E -

Conducting meetings with Architects, contractors to

Resolve issues of non-compliance of the Building

Regulations and provide pre-application advice E -

**Personal Qualities and Attributes**

Candidates will be expected to demonstrate

the following qualities and attributes

in relation to the role:

Ability to assist in supervising and motivating a

team as directed by the Building Control

Team Manager. E -

Ability to supervise and motivate staff E

Able to take the lead on complex projects

giving advice and supervision to other team members. E -

Ability to work under pressure when inspecting

Dangerous structures and take the necessary action to

Liaise with external agencies. Prepare evidence and

Attendance at court where required. E

Excellent written communication skills

(letter and report writing) E -

Excellent oral communication skills (Negotiations

with customers, telephone calls etc). E -

Ability to work as part of a team E -

Commitment to service objectives E -

Communication/interpersonal skills E -

with the ability to liaise with a range

of people in a tactful manner

Manage time and prioritise work effectively E -

Flexible approach to changing working practices E -

Ability to carry out site inspections alone E -

Flexible approach to working hours E -

The ability to work under pressure and to tight E -

statutory deadlines

Commitment to customer care and equal E -

opportunities

Full driving licence and use of car for business E -

Able to work on own initiative E -