

PERSON SPECIFICATION



WARRINGTON
Borough Council

JOB TITLE	GRADE	DEPARTMENT	SERVICE AREA
Building Control Officer	Grades 7,8,9	Economic Regeneration, Growth and Environment.	Building Control

NOTE TO MANAGER

Remember in completing this form you are setting the expected standard for the person you need for this job, on this occasion, and also suggesting the questions you devise and ask at shortlisting and interview stages. You must, therefore, describe the requirements in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. Take care to ensure job description, person specification and advertisement are consistent. Mark each of the criteria as either 'essential' or 'desirable' by putting an '(E)' or '(D)' at the end of each of the criteria. Whilst all points on the specification are important, those marked essential must be met.

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS	* M.O.A.
EXPERIENCE (Required to do the job) Consider type, paid, unpaid, depth	<ul style="list-style-type: none"> Substantial experience of working in a building control service dealing with a range of Building Control Applications (D) Relevant experience of working with Information Management Systems. (D) Experience of corresponding with members of the public, Council members, MP's and Stakeholders. (E) Experience of working in an LABC/Private sector Building Control office. (E) Experience of commercial Building Control delivery, Office, shops, warehouse projects. (E) Experience of managing and supporting major incidents relating to dangerous structures, in conjunction with the emergency services. (D) Experience of applying the legislation to complex projects submitted under the Partner Authority Scheme. (D) Have a detailed knowledge and understanding of the legislation and approved guidance documents in order to apply the legislation and offer guidance to customers.(E) Apply knowledge of ancillary legislation relating to schools, hospitals and sports grounds and provide consultation advice to other service areas. (D) Detailed knowledge of the prescribed charges regulations as they apply to building regulation applications (E) Have a detailed knowledge of the procedures available to the Council in the event of enforcement action being necessary and or to appear in the Magistrates Court on any matter, which is the duty of the Building Control Service. (D) 	A, / A, / A, / A, / A, / A, / A, / A, / A, / A, /
	Progression through the career grade will be dependent on demonstrating the appropriate application and	

<p>SKILLS AND ABILITIES Consider level and type e.g. written, verbal, numerical, supervisory or other job related skills</p>	<p>knowledge and experience within each of the disciplines required as Essential below through the PRD process. Progression to G8 will be dependent on gaining appropriate degree or equivalent. Career progression within the team will be dependent on experience and qualification :</p> <p>At Grade 7 : You should be able to demonstrate:</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills. (E) • Ability to work as part of a team. (E) • Self-motivated and able to work under pressure. (E) • Good organisational and time management skills (E) • Ability to work under own initiative (E) • Experience of inputting information into computer databases and aptitude for the use and development of computer technology within the workplace. (E) • Will be expected to actively support the Regional NW Building Excellence Awards. (E) • Flexible approach to work, with an ability to respond to varied requirements, prioritises accordingly and work effectively to tight deadlines. (E) • Must be able to positively embrace change and to adapt to new challenges and ways of working. (E) • Possess ability to explore different options and solutions to resolve problems in innovative ways. (E) • Must have excellent customer care skills and be capable of maintaining and enhancing existing good relationships with customers and developing relationships with potential new customers. (E) <p>At Grade 8: You should be able to demonstrate all of the above and in addition :</p> <ul style="list-style-type: none"> • Demonstrate the ability to interpret complex plans and provide specific advice and guidance to applicants on how to ensure these will comply with the regulations. (E) • Demonstrate the ability to undertake pre-application meetings to provide advice and guidance on matters of interpretation offering solutions to problems. (E) • Have the ability to offer reasoned advice and make recommendations to resolve problems identified during the construction site inspection process.(E) • To actively assist in the training and development of Assistant & Trainee Building Control Surveyors (E) <p>At Grade 9: You should be able to demonstrate the above and in addition :</p> <ul style="list-style-type: none"> • Demonstrate the ability to examine and manage major projects through the regulatory framework from submission to completion (E) • Able to prepare and issue demolition notices under section 80 of the Building Act 1984 • To help develop new business with external partners to create additional income. 	<p>A,I A,I</p>
<p>EDUCATION/QUALIFICATIONS/ KNOWLEDGE Consider level and type e.g. vocational training, job-related</p>	<ul style="list-style-type: none"> • An up to date understanding of the role of the Building Control services (E) • HNC/HND, in Building Studies, be a member of or working towards an accredited degree and corporate membership of RICS, ABE, CIOB or equivalent (E) • Appropriate qualification in Fire Engineering, SAP, or Energy assessment or any other qualification that may contribute to the Building Control service (D) 	<p>A,I A,I A,I</p>

<p>OTHER REQUIREMENTS Hours of work, rota patterns, working conditions, location and the requirement to drive should be stated if essential to the job</p>	<ul style="list-style-type: none"> • Able to take a flexible approach to work by responding to the varied needs of services (E) • Hold a Full driving licence (E) • Available to attend occasional weekend and evening meetings (D) • Will have access to a broad band connection at home that will be used to support flexible and mobile working. (D) 	<p>A,I A,I A,I A,I</p>
<p>COMMITMENT TO EQUAL OPPORTUNITIES Consider the level of understanding and knowledge required</p>	<ul style="list-style-type: none"> • Ability to understand and demonstrate commitment to equality and diversity (E) • A demonstrable commitment to main streaming equal opportunities in the delivery of health, safety and welfare services (E) 	<p>A,I A,I</p>
<p>COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE Consider level of knowledge required</p>	<ul style="list-style-type: none"> • Ability to understand and demonstrate commitment to service delivery and customer care (E) • Have a positive attitude towards work and the service which is offered (E) • Ability to listen, record and relay communications accurately (E) • Ability to recognise the importance of providing a professional service to all stakeholders and establish effective working relations which generate confidence and collaborative working (E) 	<p>A,I A,I A,I A,I</p>

COMPLETED BY	DATE	APPROVED BY	DATE
Andrew Logan	03/09/2024		

METHOD OF ASSESSMENT (* M.O.A.)

A = APPLICATION FORM, **C** = CERTIFICATE, **E** = EXERCISE, **I** = INTERVIEW, **P** = PRESENTATION, **T** = TEST, **AC** = ASSESSMENT CENTRE

