



# uncover **your** potential **our**Team

## Senior Building Control Technician Job Pack

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## Job Description

<b>Services</b>	Planning and Building Control
<b>Job Title</b>	Senior Building Control Technician
<b>Grade</b>	5
<b>Reporting To</b>	Building Control Team Manager

### 1. Main Purpose of the Job

To provide a technical support service to Planning and Building Control Services.

### 2. Duties and Responsibilities

- 2.1 Providing technical information and guidance on Building Regulation requirements to customers by answering queries from Architects, Surveyors, Builders and Members of the Public on Building Regulation and associated matters within their area of competency.
- 2.2 Determining Building Control Charges for future projects by using both Standard Charges and 'Individually Determined Charges' (IDC) where appropriate.
- 2.3 Registering and recording Building Regulation applications and Initial Notices. Plot site boundaries and other features on the Council's GIS system using pinpoint accuracy to ensure property history records are properly maintained.
- 2.4 Providing frontline support to building control officers, applicants, agents, suppliers and other customers in relation to the receipt and registration of building regulation applications, invoices and orders.
- 2.5 Supporting building control officers by attending meetings, taking notes, and providing general assistance in the processing of Building Regulation applications
- 2.6 Examining new Building Regulation applications (Building Notices, Full Plan submissions and Regularisations) to ensure that sufficient information is received and the appropriate charges have been paid.
- 2.7 Deciding whether the appropriate type of application has been made when, in specific circumstances, consultations with Anglian Water will be required
- 2.8 Undertaking the technical aspects of processing Initial Notices, Amendment Notices, Cancellation Notices, Final Certificates and Reversions in accordance with The Building Regulations.
- 2.9 Raising invoices as required for all appropriate building control applications and inspection fees, ensuring they are raised and invoiced to the correct debtor with appropriate coding for income monitoring purposes.

2.10 Monitoring the Building Control mailbox on a daily basis, allocating and processing incoming documents and requests for information.

2.11 Processing Demolition Counter-Notices.

2.12 Respond to telephone calls, emails and correspondence in relation to the above, referring to other officers where appropriate.

2.13 Assist the Building Control Team Manager in the collation of information, running and preparation of reports required for Government Returns, ISO 9001 Quality Management System and the Building Safety Regulator Operational Standard Rules.

2.14 Assist the Building Control Team Manager in producing standard documents within DataSpace Live.

2.15 Assist the Building Control Team Manager in activities in marketing and promoting the Building Control Service.

2.16 Any other duties commensurate with the grade of this post which may be required from time to time as determined by the Building Control Team Manager.

2.17 To receive appropriate training and undertake further studies in Building Control as identified and agreed with the Building Control Team Manager to facilitate further career progression should this be desirable.

### **3. Work Location**

You will normally be based at the Civic Centre, but you may be required to work from any other location within the Borough 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, 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 Equality, Diversity and Inclusion Policy.
- F. You will be 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 TECHNICIAN

	ESSENTIAL	DESIRABLE
<b>Education/Qualifications</b>		
Completion of a secondary school education or equivalent leading to the attainment of a high standard of literacy and numeracy	E	-
A degree or equivalent in a relevant discipline	-	D
<b>Knowledge</b>		
A good understanding of building and development processes	E	-
A good understanding of Building Regulation legislation, requirements and procedures and associated legislation.	E	-
Knowledge of Local Government	E	-
<b>Experience</b>		
Experience of using a range of computer packages including Microsoft Word, Excel and Outlook.	E	-
The ability to readily understand plans and drawings	E	-
Previous experience of working in a challenging customer facing / front line environment	-	D
<b>Personal Qualities and Attributes</b>		
<i>Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:</i>		
Strong organisational skills with attention to detail and accuracy	E	-
Ability to analyse, interpret and evaluate detailed information	E	-
Ability to work on own initiative and also to work in collaboration with others in a team environment, supporting colleagues and working together to achieve desired outcomes	E	-

Proficient in the use of MS Word, Excel and Outlook and a general proficiency in the use IT hardware and software	E	-
The ability to work under pressure and to tight deadlines	E	-
Ability to communicate clearly, confidently and tactfully with a range of people in writing, in person and on the telephone	E	-
To be highly motivated with a flexible and willing attitude	E	-
A commitment to customer care, equal opportunities and consideration for ethnic minorities	E	-
To be willing and able to undertake further training and development where required to enable career progression	E	-
<b>Circumstances</b>		
A full driving licence and the use of a suitable vehicle	-	D
Ability to complete the LABC Level 3 qualification in Building Control Technical Support.	E	-

## Corporate Values and Behaviours

Within Chelmsford City Council we have values that are at the core of how we behave. They form part of our induction and probation processes and underpin our 1-1 conversations. Each value is listed below with behaviours.

**Accountability** - We take responsibility and ownership for our own actions, behaviours and performance

- We take responsibility to follow things through to completion
- We actively recognise what is working and what is not and are open about mistakes
- We positively contribute to the team and organisation and seek solutions to problems
- We recognise and positively challenge inappropriate behaviour

**Creativity** - We are flexible in our approach; we focus on solutions

- We adapt our approach keeping the best outcome for all in mind
- We encourage people to try out new approaches and ideas
- We learn from others to find solutions and to improve performance
- We encourage and support people to take measured risks

**Learning and Encouraging** - We recognise our success; we provide support to further our skills and experience

- We support and encourage each other to be our best
- We recognise and appreciate the contribution that everyone makes
- We take responsibility for finding opportunities to learn for ourselves and develop
- We support others to develop and learn

**Collaborative** - We build relationships; we achieve more together

- We talk with others to understand their perspective
- We find opportunities to get involved
- We involve other people early in our thinking to keep them informed
- We ask other people to get involved in what we're doing to build strong working relationships
- We seek ideas from inside and outside of our team to achieve more impact

**Trust** - We will be open and honest and do what we say

- We are open and honest
- We do the right thing and face up to difficult situations in a sensitive way
- We do what we say we will
- We demonstrate integrity by being fair and balanced in our approach
- We commit to the team agenda rather than personal priorities
- We treat each other as we would expect to be treated

## Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage.

**Salary** – Grade 5 Scale Point 17 (currently £28,044 per annum, pro rata) rising to Scale Point 20 (currently £30,342 per annum, pro rata).

**Hours** – The normal working week for office staff is 37 hours. Normal office hours are worked between 8.45 a.m. and 4.45 p.m. on Monday - Friday.

**Hybrid Working** – We will be supportive of employees adopting a hybrid working pattern where this suits the role and the needs of the organisation. This means that in agreement with your manager you will have some flexibility over when and where you work. You will be expected to attend a Council work location for part of your working hours, but you can also work at home and other suitable locations as long as the needs of our customers and the service are met. Any work location must be assessed as suitable and the relevant workstation assessments undertaken. Please note that your contractual work location will be a Council office/site and you are able to work from this site for your full hours if you wish to do so.

**Annual Leave** – The Council operates a standard holiday year from April to March. The entitlement for annual leave for this position is 236.8 hours (32 days) and rising to 273.8 hours (37 days) after 5 years continuous service. This also includes a standard 8 Bank Holidays (59.2 hours), although this may vary depending on the number of Bank Holidays that fall in a particular leave year.

Your annual leave entitlement as above will be calculated on a pro-rata basis dependent on the number of hours you work. The number of equivalent days may also vary based on your working pattern.

**Sickness** - The provisions of the national Scheme of Conditions of Service apply which provides for up to 6 months full pay and 6 months half pay after 5 years continuous local government service.

**Pension** - You will be entitled to join the Local Government Pension Scheme. Further details can be provided on request.

**Notice Period** - The period of notice is 1 month.

**Probationary Period** - The appointment is subject to a six month probationary period.



**Criminal Records** – The Council is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the postholder and the circumstances and environment in which the role would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from appointment, or result in dismissal if the discrepancy comes to light. A copy of our Policy for Employment of persons with criminal convictions can be viewed by [clicking here](#).

**Safeguarding** – Chelmsford City Council is committed to promoting the welfare and protection of children, young people and vulnerable adults. Even if your job does not involve working directly with children, young people or vulnerable adults you would be expected to keep your eyes and ears open, as the responsibility of spotting abuse and ensuring the safety of those most vulnerable falls on us all. As part of this commitment the Council ensures that all jobs are reviewed and applicants successful at interview undergo a DBS check where necessary.

Employees who breach the Council's safeguarding policy or fail to follow safeguarding procedures will face investigation and possible disciplinary action, which could lead to dismissal and a criminal investigation.

**Equal Opportunities** – Chelmsford City Council is an Equal Opportunities Employer.

## Benefits

**UK Healthcare Cashplan:** The Council pays for a healthcare cashplan for all Permanent members of staff who have successfully passed their probationary period.

**Professional Fees:** The Council will pay the annual subscription to one professional body if this is a requirement of the post.

**Employee Assistance Programme:** Available for all employees, this is a free confidential service provided by the Council offering expert advice, invaluable information, specialist counselling and support.

**Season Ticket Scheme:** Staff can apply for a loan to purchase season tickets for travel to work by train or bus. You will be given a cheque for the full amount of the ticket and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary. There are some terms and conditions, and the scheme is not open to all staff.

**Staff Travel Plan:** The Council's Staff Travel Plan contains a package of measures to reduce the use of private cars. It aims to promote walking, cycling, using public transport and car sharing. The Staff Travel Plan includes discounts such as 20% off season tickets. In addition there are shower and changing facilities, secure bike parking and parking spaces for car sharing. Regular Staff Travel promotions and events are held throughout the year.

**Bike Loan Scheme:** Staff can apply for a loan to purchase a bike or cycling equipment for travelling to work. An advance will be made via cheque (up to the value of £1000) and the loan will be repaid over a period of 12 months by means of monthly deductions from your salary, which can save you up to 42%. There are some terms and conditions, and the scheme is not open to all staff.

**Staff Discounts:** Chelmsford City Council employees benefit from various discounts to many businesses in Chelmsford.

**Subsidised Car Parking:** Available for new employees, parking currently offered at Meadows Retail Multi-Storey.