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Senior Building Control Officer Job Pack

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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.

2. Duties and responsibilities

- 2.1 Answer queries from Architects, Surveyors, Builders and Members of the public on all matters relating to the Building Regulations, including procedural and charges guidance.
- 2.2 Deputise for the Building Control Team Manager in their absence and ensure service delivery and performance targets are met.
- 2.3 Be responsible to act as the lead officer either individually or as part of a team on more complex projects and non-standard buildings.
- 2.4 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.
- 2.5 Keeping accurate records and completing check lists relating to the processing of such applications in paragraph 2.3
- 2.6 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.
- 2.7 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.

- 2.8 Dealing with and keeping records of unauthorised building work in contravention of the Building Regulations.
- 2.9 To inspect reported dangerous structures, write reports and ensure appropriate action is undertaken including attendance at Magistrates court where required.
- 2.10 To control, as required, the demolition of buildings following notification of proposed work.
- 2.11 Liaise with all other relevant services and external agencies.
- 2.12 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.
- 2.13 Writing letters and preparation of reports on contraventions of the Building Regulations.
- 2.14 Preparation of reports on application for relaxation or dispensation of the Building Regulations.
- 2.15 Keeping up to date with current legislation, building practice and new technology.
- 2.16 Any other duties commensurate with the grade as directed by Management.
- 2.17 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

- 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 OFFICER.

	ESSENTIAL	DESIRABLE
Education/Qualifications		
Appropriate Building Technology qualification and full membership of MRICS, MCABE or MCIOB	E	-
Evidence of meeting obligations for CPD as required by RICS, CABE, CIOB	E	-
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	-
Knowledge of the 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 with the ability to liaise with a range of people in a tactful manner.	E	-
Manage time and prioritise work effectively.	E	-
Flexible approach to changing working practices.	E	-

Ability to carry out site inspections alone.	E	-
The ability to work under pressure and to tight statutory deadlines.	E	-
Commitment to customer care and equal opportunities	E	-
Full driving licence and use of car for business	E	-
Able to work on own initiative	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 10 Scale Point 37 (currently £49,794 per annum) to Scale Point 40 (currently £54,582 per annum), plus a market supplement of £5,000 which is reviewed annually.

Please note, if stated on your application form that you wish to apply for the role on a part time basis, the salary stated above will be pro rata'd to the contracted hours offered.

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 266.4 hours (36 days) and rising to 303.4 hours (41 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 3 months.

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 – The Council is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation. The Council aims to create a work environment where everyone is treated with dignity and respect.

Benefits

Employee 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.

Shared Cost Additional Voluntary Contribution (SCAVC) – Members of the Local Government Pension Scheme (see pension section above) are able to make additional pension contributions through a salary sacrifice SCAVC provided by AVC Wise to build up an additional retirement fund.

Credit Union – Provided by TransaveUK and subject to eligibility, employees will be able to save each month direct from net pay and have access to an instant loan up to £3,000. Personal loans up to £20,000 are also available once you have been saving regularly.

Purchase of Additional Annual Leave – Subject to eligibility, employees can purchase up to 2 additional weeks annual leave per year.

Season Ticket Scheme - Subject to eligibility, 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. Further terms and conditions apply, these can be provided on request.

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.

Cycle2Work Scheme: Subject to eligibility, 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%. Further terms and conditions apply, these can be provided on request.

Staff Discounts: Employees benefit from various discounts to many businesses in Chelmsford along with access an employee benefits portal provided by Kaarp Benefits. Kaarp Benefits provides access to exclusive offers and discounts with discounted theme park entry and days out. Plus savings of large of shopping gift cards, gifts and flowers and fantastic deals on holidays, hotels and airport parking.

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