

 WOKINGHAM BOROUGH COUNCIL		Job Description		Job Reference
Job Title		Assistant Building Control Surveyor (G7/8) / Building Control Surveyor (G9)		
Service	Place & Growth	Team	Building Control	
Location	Shute End			
Reports to	Building Control Team Manager			
Responsible for	N/A			
Grade	Type of position:		Date	
G7/8	Various - Permanent or Fixed Term Contract		Up to 37 hours per week	
G9	Full or Part Time			
This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.				
<u>Service Purpose</u>				
Building Control is a statutory service within local government that is required legally to achieve a self-financing position and be competitive with private sector Building Control providers. It ensures compliance with the Building Regulations through its plan checking and site inspection activities. All practising Building Control Surveyors must achieve and retain their Registered Building Inspector status through ongoing competency assessments by the Building Safety Regulator. Building Control Solutions is a shared service that has responsibility for the Borough of Wokingham (WBC) and the District of West Berkshire Council (WBDC). Delivery of effective and efficient services offering good value for money.				
<u>Purpose of the role</u>				
The career grade Building Control Officers work together with managers in a positive, proactive and dynamic manner in accordance with the Council’s vision, targets and objectives to: • Develop the knowledge, experience and skills required to effectively deal with all aspects of the Building Regulations to enable career progression and further specialisation. • Work as part of a team to deliver an effective, efficient, competitive and customer focused building control service in accordance with processes and procedures • Undertake plan checking, site visits and making recommendations on amendments • Provide advice to stakeholders • Ensure service targets are achieved • Investigate unauthorised work and take enforcement action • Deal with dangerous structures • Develop and maintain relationships with stakeholders • Contribute to corporate projects • Contribute to the commercial development of the service.				
<u>Assistant Building Control Surveyor – Grade 7</u> <u>Main Accountabilities of the post</u>				
1	Work at any one time in one of the Shared Service Building Control teams.			

2	Plan checking of small domestic works and training to check new dwellings and small commercial applications under supervision
3	With supervision, inspecting small domestic works and training to inspect new dwellings and small commercial buildings under construction
4	Following training, effective understanding and working within Building Control admin and IT systems
5	Assist the Principal/Senior/Building Control Surveyors in daily work schedules.
6	Prepare site records and assist in processing BC applications submitted under the Building Regulations.
7	Drafting of correspondence on basic enquiries regarding BC regulations.
8	To undertake training on: • The building regulations and associated legislation • Dangerous and dilapidated structures • Appropriate legal actions relevant to Building Control. Other areas related to Building Control

Assistant Building Control Surveyor – Grade 8
Main Accountabilities of the post

1	Work at any one time in one of the Shared Service Building Control teams.
2	Checking Building Control applications to assist in achieving compliance with Regulations and aid builders. Analyse basic structural calculations.
3	Site inspections of building work to achieve compliance and assist builders.
4	Contribute to carrying out enforcement procedures, with Legal Services if required, to achieve compliance.
5	Cover counter duty and offer telephone advice to assist customers and builders.
6	Liaise with internal and external contacts to ensure information exchange and assist, within Environment, the shared service and with external consultees and statutory undertakers.
7	Issue and monitor Demolition Notices to meet statutory requirements.
8	Deal with Dangerous structures and develop knowledge and expertise to take part in the out of hours rota to meet legal and the shared service requirements.
9	Assist in the promotion of and commercial aims of the service.

Building Control Surveyor – Grade 9
Main Accountabilities of the post

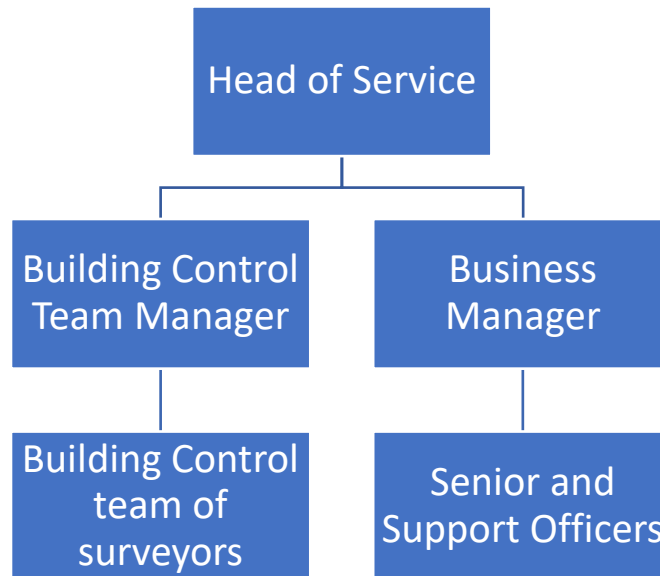
1	To discharge the council's building control powers and duties in accordance with the Building Act 1984 and other legislation and to provide appropriate and proportionate advice to the responsible officer concerning
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	decisions about compliance with the Building Regulations etc in relation to Band A Domestic buildings – and being within the limits of the post holders competence.
2	Based on nationally validated competence, without direct supervision, manage a portfolio of Band A development sites (including new applications, regularisation and reversion applications) and maintain proper records, for plan appraisals and site inspections, the evaluation of work/remedial action, working within a framework for inspections of domestic projects to ensure compliance with current Building Regulations, Building Act 1984, allied legislation and technical standards.
3	Under supervision (based on nationally validated competency), manage a caseload of Band B technical projects (including new applications, regularisation and reversion applications) and maintain proper records, for plan appraisals and site inspections, including non-domestic low risk buildings and dangerous structures and undertake 'out of hours' work in accordance with a team rota with appropriate supervision. Carry out remedial/enforcement action as required under the direction / supervision of a more competent / validated Building Control Surveyor.
4	Within the limits of nationally validated competence provide accurate information, advice, and professional support to businesses and/or individuals, in accordance with the inspection framework or through 'spot checks' and ensure appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.
5	Both inside the band of nationally validated competence, or outside of it under supervision, investigate and conclude matters, including the control of demolition, dangerous structures, contraventions and unauthorised works and initiate and assist with enforcement action, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council's obligations under the Building Act 1984 and be available to partake in the "Out of Hours" rota. The post holder will be expected to prepare evidence to be deposited with the council's solicitors and where necessary attend magistrates court as the council's expert witness in associated enforcement cases. All actions, taken whilst compiling reports on continuing work and decisions taken for the health, safety and welfare of the wider community will be notified to the management team.
6	Maintain nationally required Registered Building Inspector (RBI) status with the Building Safety Regulator through continual assessment of personal competency, recording of professional experience, CPD activities and regular external validation through the BSCF examination process.
7	Building control professionals must register with the Building Safety Regulator to perform building control work within England. Minimum hold of RBI registration with the Building Safety Regulator for Class 2A. Working towards and achieve registration with the Building Safety Regulator for Class 2F and Class 3 within a 2-year period and continue this form of validation and registration throughout employment at WBC.
8	Always comply with the requirements of the Building Safety Regulator Code of Conduct for Registered Building Inspectors. This code sets out the standards of professional conduct and practice expected of RBIs. Registered Building Inspector (RBI) is a protected title. It is a criminal offence to impersonate, or to allow someone to believe you are, an RBI if you are not registered. A breach of this Code of Conduct, or conduct which brings the profession into disrepute, may lead to disciplinary action, including the cancellation of your registration.
9	Maintain compliance with the Building Safety Regulator Building Inspector Competence Framework. The building inspector competence framework (BICoF) has been introduced to provide a clear, structured framework to demonstrate competence for the whole building control profession, both in the public and private

	sectors. Competence reflects the necessary skills, knowledge, experience, and behaviours required of individuals performing their role as an RBI.
10	RBIs must recognise the boundaries of their competence and when specific projects should be managed by a building inspector with a higher competence or when specialist support, for example, from a structural or fire engineer, may be required.
11	Within the limits of competence support and supervise, in accordance with the management framework, other members of the team including, where agreed, the delegation of plan checking, site inspections and other duties. Play an active role in the development of the Trainee/Assistant/Building Control Surveyors, providing support, advice, and guidance in an approachable manner.
12	Respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/or end of the day.
13	Establish and maintain appropriate links with building professionals, providing an excellent customer-focussed service (either face-to-face or other appropriate form of communication) and assist with the development of the building control service and with the exploration of new and expanding markets to encourage new and repeat business.
14	Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach to the provision of guidance, advice, and service delivery.
15	To undertake risk assessments on structural calculations to determine acceptability and request enhanced checks by specialist when required.
16	To undertake site inspections and apply judgement and knowledge to assess compliance of works, negotiate solutions and influence outcomes or instigate enforcement actions as appropriate.
17	To respond to and deal with dangerous structures which may involve major incidents and liaise with emergency services and other external bodies to apply appropriate solutions through personal decision making.
18	To act as a professional witness for the Council in legal proceedings.
19	To positively contribute to a “team working ethos” by means of a strong, efficient, and effective performance culture with a focus on service excellence and customer satisfaction. To help to promote an enthusiastic, positive, and professional atmosphere within the Building Control Team and to help to provide a customer and stakeholder focussed approach.
20	Understand the vision, values, and strategic priorities of the Council so that Officers are engaged and motivated to deliver the Council’s strategic and service priorities and objectives.
21	Actively pursue personal development of skills, knowledge, and competency necessary for effective performance in the role, for the team, service, and authority.
22	To participate in the team’s development and implementation of its Quality Control Management System (QMS) to ensure quality controlled activities are consistently carried out in accordance with adopted procedures. Undertake auditing role of the service’s operational processes and procedures. Contributing to the continued registration of the service’s Quality Management System to ISO 9001.

Supervision Received	Development and training on all aspects of the building control legislation from colleagues within the team at Building Control Surveyor level and above.
Supervision Given	To assist in the education, training and gaining of experience of all team members. Development and training of less experienced and qualified staff on all aspects of the building control function, when designated i.e., Trainee or Assistant Building Control Surveyors.
Contacts & Working Relationships	– Regular contact with officers of the Authority at all levels, Council Members, other Local Authorities, statutory bodies, members of the public, applicants, agents, building contractors and the emergency services. To ensure a high quality, best value service is developed and maintained in competition with the Private Sector Building Control Bodies. – High levels of possible conflict situations with service users, requiring appropriate people management skills to deal with difficult situations.
Management of resources or budget	- Contributes to the achievement and maintaining of a self-financing Building Control service.
Special Factors	– High levels of possible conflict and confrontational situations with service users, requiring appropriate people management skills to deal with difficult situations. – Must have the ability and competency to make professional judgements in respect of compliance with Regulations and allied legislation, which often have far reaching effects and potentially serious financial/ health and safety implications. – Must have the ability to make ‘on the spot decisions ‘whether the building work should continue or not, or whether they are dangerous, both under pressure. – Must have financial awareness skills, as the service has a statutory responsibility to be self-sufficient and self-financing over a three-year rolling period. – Must hold a Clean Driving License. Ability to travel to a variety of locations in borough with use of own vehicle with appropriate business class insurance undertaking inspections. – Must be able to undertake full range of building control inspections including climbing ladders up scaffolding or down into foundation trenches. – Able to work from home. – Must be able to work occasional unsociable hours.

Organisation Chart



Assistant Building Control Surveyor – Grade 7

Person Specification

	Essential	Desirable
Qualifications	- GCSE English and maths - A-Levels	Willingness to work towards BTEC, NVQ or equivalent qualification in Building Surveying or similar
Technical Skills	- Demonstrable ability to learn to interpret and assess plans - Ability to communicate effectively with the Council's customers - Ability to organise own workload and meet deadlines - Ability to work under pressure - IT skills, database, Microsoft, Outlook - Ability to work as part of a team	
Knowledge		Knowledge of building/construction industry
Experience	Experience of dealing with the public	

Assistant Building Control Surveyor – Grade 8

Person Specification

	Essential	Desirable
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Qualifications	• BTEC, NVQ or equivalent in Building Surveying	• Willingness to undertake a recognised degree for building surveying
Technical Skills	• Demonstrable ability to interpret and assess plans • Ability to communicate effectively with the Council's customers • Ability to organise own workload and meet deadlines • Ability to work under pressure • IT skills, database, Microsoft, Outlook • Ability to work as part of a team	• Working towards professional membership of a relevant body e.g. RICS or CABE
Knowledge	• Knowledge of building regulations	
Experience	• Experience of working in Local Authority building control • Experience of dealing with the public	

Building Control Surveyor – Grade 9
Person Specification

	Essential	Desirable
Qualifications	• 5 GCSE level (A*-C) to include English and Maths, or equivalent (or appropriate experience) • RICS or CIOB accredited degree, ONC/HNC or equivalent experience in surveying or building related discipline. • Registered Building Inspector status at Class 2A with the Building Safety Regulator • Working towards and achieve registration with the Building Safety Regulator for Class 2 B-F and Class 3 within a 2-year period and continue this form of validation and registration throughout your employment at WBC.	• MRICS/MCABE/MCIOB or equivalent chartered status with relevant Building Control bias and evidence of achieving CPD requirement.
Technical Skills	• Registered with the Building Safety Regulator as a building inspector, with demonstrable competency to work:	•

	• without supervision on domestic projects (Level 4A of the LABC Detailed Competency Matrix or its equivalent) or; • under supervision on non-domestic low-risk Buildings (Level 5 of the LABC Detailed Competency Matrix or its equivalent) and • under supervision on non-domestic higher-risk Buildings (Level 6/6A of the LABC Detailed Competency Matrix or its equivalent). • Effective written, oral, communication and presentation skills with the ability to maintain accurate records. • Experience of working with contractors and consultants in a service delivery environment. • Technically competent individual who demonstrates logical methods of working, shows attention to detail, and provides clear professional advice to customers. • Ability to understand architects' plans, undertake site inspections; compile reports and keep written records to justify decisions made in relation to the practical application of the building regulations, within the context of investigation by the Building Safety Regulator and the personal liability imposed upon all Inspectors by the Building Safety Act. • A range of good ICT skills including efficient keyboard use to produce own correspondence, email management, data input and use of relevant office programs and software. • Effective interpersonal/ people skills, self-motivated and a	
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	productive team player, able to co-ordinate work activities to maximise service delivery. • Ability to think and act with a pragmatic and creative approach to problem solving difficult issues, breaking these down into manageable parts and think through the implications of decisions. Able to work flexibly and adapt to changing priorities. • Ability to work on your own initiative with minimal supervision within limits of competence. Effectively prioritise own workloads to ensure customer satisfaction. Set challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery. • Excellent organisation skills in a service delivery setting. Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence. • Able to influence in a positive manner and support others with new ways of working to ensure business objectives are achieved. • The post holder must be able to demonstrate, using the competency framework, the ability to carry out the duties and tasks commensurate with competency level 4a.	
Knowledge	• Demonstrate good knowledge of the construction industry, methods, techniques, and materials. • Excellent knowledge of legislation, regulations, and professional codes of practice for the service area, including the operational	

	standards and rules set by the Building Safety Regulator and legislation relating to construction and the Health and Safety at Work (etc.) Act 1974 and associated Building Control functions offered by a Local Authority. • A good knowledge of building techniques and building trades used in domestic buildings, both traditional and non-traditional, including timber frames and PRC construction.	
Experience	• Experience in Building Control, working on Band A buildings, together with post qualification experience. • Experience of providing high standards of customer service across a range of diverse activities	
Other	• Energetic and driven individual that demonstrates a solid work ethic. • Ability to maintain good working relationships with stakeholders at all levels, representing the authority in an effective and professional manner. • Confident and self-motivated with an aptitude to think laterally. • Excellent interpersonal & communication skills supported by 'a can do' and right first-time attitude.	
Completed by:	Roger Paine	Date: July 2024