Job Family:	**Delivery - Front Line - Process Knowledge**	**Grade:**	**7**
Job Title:	**Building Control Surveyor**	**Directorate:**	**EH&N**
Date:	**May 2024**	**Version**	**V1**

Brief Description of job role and department

To carry out the relevant sections of the current Building Regulations, Building Safety Act 2022, Building Act 1984, Public Health Act, London Building Acts and allied legislation relating to demolition, dangerous structures, and construction. Duties will be carried out in accordance with all Corporate policy and guidelines, ensuring a comprehensive customer focused Building Control Service to residents and businesses.

Representative accountabilities

- Deliver service activities and manage caseloads to ensure intended outcomes for customers and the Council are delivered within agreed service standards
- Identify and implement improvements in own work area in order to deliver continuous service improvement and improved outcomes to customers
- Liaise with customers to review service requirements and resolve problems
- Keep up to date with changes in policy/legislation/contractual requirements in order to ensure service delivery is effective and complies with appropriate regulations

Budgetary accountabilities

- None

Specific accountabilities

- To examine plans and amendments and advise applicants in relation to Building Regulations
- To understand and implement the consultation requirements with relevant bodies such as the Fire Authority and Drainage Authority
- To be able to manage a caseload and issues decisions within the relevant period using professional judgement and skill
- To maintain accurate records and enter data correctly on the applications system
- To liaise with consultant structural engineers to ensure compliance with Building Regulations
- Ensure that completion certificates are issued within 1 working day of a satisfactory site inspection to ensure a responsible customers experience and repeat business

Role Profile - Details specific to job family

These roles would be regarded as ‘front line’ service delivery roles. Here, role holders are directly accountable for performance, often through the direct control of significant resources or through managed contracts. These roles may also deliver some of their results through collaborative working with co-producers or other third party agencies.

At the lower levels, operational managers may oversee a department or team and at the lowest levels, direct contract with service users will be a common feature of roles in this job family. At the higher levels, they may be in charge of a department, larger operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

Role profile - Details specific to Grade

Working within established frameworks and procedures but with the freedom to apply professional judgement to solve problems. Roles will be a mix of supervisors and individual contributors. Work will be reviewed on an ongoing basis for fit with requirements.

Roles requiring a level of process expertise to deliver an advisory or supervisory service.

Person Specification (knowledge, skills, experience and behaviours required in the role)

- Possession of a recognised professional qualification giving membership of an appropriate body (RICS, CABE, CIOB, ISE)
- Be fully accredited in line with the Building Safety Act 2022, achieving at least a Class 2 category A building inspector accreditation from April 2024 (whilst committing to attaining A-C accreditation with Learning and Development opportunities)
- Previous experience of working in a Building Control office
- To have a thorough knowledge of the Building Regulations and related legislation
- Knowledge and understanding of IT applications
- Excellent communication skills both verbal and written
- To coach, mentor and develop junior staff
- To be able to investigate relevant issues according to experience and knowledge and be able to produce competent written and verbal briefings on complex issues to a variety of audiences
- The ability to carry out site inspections having regard to Corporate and Industry Health and safety policy and guidelines

- Ensure all health and safety standards are adhered to for the relevant work area
- Apply diversity and equal opportunities policies in the workplace

Job Family:	**Delivery – Front Line – Professional knowledge**	**Grade:**	**8**
Job Title:	**Building Control Senior Surveyor**	**Directorate:**	**EHN**
Date:	**5 January 2024**	**Version:**	**1:1**

Role Profile - Details Specific to Job Family

These roles would be regarded as “front line” service delivery roles. Here, role holders are directly accountable for performance, often through the direct control of significant resources or through managed contracts. These roles may also deliver some of their results through collaborative working with co-producers or other third party agencies.

At the lower levels, operational managers may oversee a department or team and at the lowest levels, direct contact with service users will be a common feature of roles in this job family. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

Role Profile - Details Specific to Grade

Will have accountability for achieving clearly specified and measurable results either personally or through the leadership of a team. Will be dealing with complex problems and issues within the boundaries of technical or professional skill and knowledge. Will make recommendations on procedural improvements and other initiatives to enhance team performance.

Roles requiring a level of professional expertise to deliver a front line service.

Brief Description of job role and department

To carry out the relevant sections of the current Building Regulations, Building Safety Act 2022, Building act 1984, Public Health Act, London Building acts and allied legislation relating to demolition, dangerous structures, and construction. Duties will be carried out in accordance with all Corporate policy and guidelines, ensuring a comprehensive customer focused Building Control Service to residents and Businesses. When required the post holder will be responsible for the learning and development of direct reports and provide cover for the Building Control Team Leader, as appropriate.

Representative accountabilities

- Deliver service activities and manage caseloads to ensure intended outcomes for customers and the Council are delivered within agreed service standards.
- Identify and implement improvements in your own work area in order to deliver continuous service improvement and improved outcomes to customers.
- Liaise with customers to review service requirements and resolve problems.
- Keep up to date with changes in policy/legislation/contractual requirements in order to ensure service delivery is effective and complies with appropriate regulations.

Budgetary accountabilities

- None

Specific accountabilities

- To examine plans and amendments and advise applicants in relation to Building Regulations
- To understand and implement the consultation requirements with relevant bodies such as the Fire Authority and Drainage Authority
- To be able to manage a caseload and issue decisions within the relevant period using professional judgement and skill.
- To maintain accurate records and enter data correctly on the applications system
- To liaise with consultant structural engineers to ensure compliance with Building Regulations
- Ensure that completion certificates are issued within 1 working day of a satisfactory site inspection to encourage a responsive customer experience and repeat business.

Person specification (knowledge, skills, experience and behaviours required in the role)

- Possession of a recognised professional qualification giving membership of an appropriate body (RICS, CABE, CIOB, ISE)
- Be fully accredited in line with the Building Safety Act 2022, achieving at least a Class 2 category D building inspector accreditation from April 2024 (whilst committing to attaining D-F accreditation with Learning and Development opportunities)
- Previous experience of working in a Building Control office in a senior role
- To have a thorough knowledge of the Building Regulations and related legislation
- Knowledge and understanding of IT applications
- Excellent communication skills both verbal and written
- To coach, mentor and develop junior staff
- To be able to investigate relevant issues according to experience and knowledge and be able to produce competent written and verbal briefings on complex issues to a variety of audiences
- The ability to carry out site inspections having regard to Corporate and Industry Health and safety policy and guidelines

- Demonstrable willingness to participate in training and staff development relevant to the role and to take advantage of learning opportunities and apply learning. High degree of competence in use of IT.
- Carry out all duties in accordance with all the council and directorate policies and procedures, implementing and promoting and ensure that members of staff within the team are complying with these standards.
- Ensure all health and safety standards are adhered to for the relevant work area.
- Apply equality and diversity policies in the workplace.
- Ensure all health and safety standards are adhered to for the relevant work area
- To carry out their duties in accordance with the Council's PRIDE values

Job Family:	**Delivery – Front Line – Process knowledge**	**Grade:**	**9**
Job Title:	**Principal Building Control Surveyor**	**Directorate:**	**EHR**
Date:	**5 January 2024**	**Version:**	**1:1a**

Role Profile - Details Specific to Job Family

These roles would be regarded as “front line” service delivery roles. Here, role holders are directly accountable for performance, often through the direct control of significant resources or through managed contracts. These roles may also deliver some of their results through collaborative working with co-producers or other third party agencies.

At the lower levels, operational managers may oversee a department or team and at the lowest levels, direct contact with service users will be a common feature of roles in this job family. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

Role Profile - Details Specific to Grade

Working within established frameworks and procedures but with the freedom to apply professional judgement to solve problems. Roles will be a mix of supervisors and individual contributors. Work will be reviewed on an ongoing basis for fit with requirements.

Roles requiring a level of process expertise to deliver an advisory or supervisory service.

Brief Description of job role and department

To carry out the relevant sections of the current Building Regulations, Building Safety Act 2022, Building act 1984, Public Health Act, London Building acts and allied legislation relating to demolition, dangerous structures, and construction. Duties will be carried out in accordance with all Corporate policy and guidelines, ensuring a comprehensive customer focused Building Control Service to residents and Businesses. The post holder will be responsible for the learning and development of direct reports and provide cover for the Building Control Team Leader, as appropriate.

Representative accountabilities

- Deliver service activities and manage small caseloads under the supervision of more experienced staff to ensure intended outcomes for customers and the Council are delivered within agreed service standards.
- Where relevant, manage a small team of staff to ensure they are delivering services within agreed standards.

Budgetary accountabilities

- None

Specific accountabilities

● None
Person specification (knowledge, skills, experience and behaviours required in the role)
● Possession of a recognised professional qualification giving membership of an appropriate body (RICS, ABE, CIOB, ISE) ● Experience of working in a Building Control office in a senior role ● Passed LABC Level 6 competence test for high risk and major complex projects - achieving a Class 3 (G-H) specialist building inspector classification of accreditation from April 2024 ● To have a thorough knowledge of the Building Regulations and related legislation ● Knowledge and understanding of IT systems ● Excellent communication skills both verbal and written ● To coach, mentor and develop junior staff ● To be able to investigate relevant issues according to experience and knowledge and be able to produce competent written and verbal briefings on complex issues to a variety of audiences ● The ability to carry out site inspections having regard to Corporate and Industry Health and safety policy and guidelines
● Demonstrable willingness to participate in training and staff development relevant to the role and to take advantage of learning opportunities and apply learning. High degree of competence in use of IT. ● Carry out all duties in accordance with all the council and directorate policies and procedures, implementing and promoting and ensure that members of staff within the team are complying with these standards. ● Ensure all health and safety standards are adhered to for the relevant work area. ● Apply equality and diversity policies in the workplace. ● Ensure all health and safety standards are adhered to for the relevant work area ● To carry out their duties in accordance with the Council's PRIDE values