### Building Control Surveyor Job Description/Person Specification

- **Purpose of Role:**
  - To ensure that the statutory obligations of the local authority service are carried out.
  - To provide an efficient and professional Building Control service ensuring that building works comply with the Building Regulations and associated legislation.
  - To protect the health, safety, welfare and convenience of persons in or around buildings.
  - To ensure access to and the use of buildings for all persons regardless of age or disability.
  - To limit waste and environmental damage.

- **Key Accountabilities (Depending on Experience)**
  - Examination of plans, building notices and regularisation submissions to ascertain conformity with The Building Regulations, the Building Act and associated legislation.
  - Consultation with the Fire Authority, structural engineers, landlords, developers, police, local authorities, mechanical and electrical engineers and statutory undertakers.
  - Making written recommendations to the Building Control Team Manager in respect of applications.
  - Carrying out site inspections to ensure conformity with the Building Regulations, the Building Act, and relevant standards, ensuring that corrective action is taken where necessary.
  - Making written recommendations in respect of enforcing the Building Regulations, including the preparation and serving of enforcement notices, and the preparation of contravention reports, in accordance with the Company’s enforcement concordat procedure.
  - Carrying out surveys to ensure adequate means of escape in case of fire.
  - Investigating and preparing reports in respect of claims of negligence.
  - Inspecting, reporting and taking action on dangerous structures, unsecured buildings and demolitions, including the co-ordination of the emergency services.
  - Preparing proofs of evidence and attending court as an expert witness in respect of legal proceedings relating to Building Regulation matters.
  - Giving technical and general advice to all customers on construction and Building Regulations matters, including pre-application advice.
  - Undertaking any corporate work at the request of the Manager.
  - Assisting in achieving implementation of any joint working initiatives.
  - Providing information relating to technical enquiries.
  - Promoting, developing and implementing Partnerships with the private sector under the LABC National Partnership Scheme.
  - Dealing with disputes and queries from service users.
  - Knowledge of performance indicators and contributing to achieving 100% compliance.
  - Knowledge of the Building Control service charter.
  - Working with focus groups to improve access to the Building Control service for all.
users.

- Liaising with other professionals and external services so as to provide a development team approach when requested in respect of major developments.
- Assist local schools in providing a work experience programme.
- Assisting in marketing the Building Control service to promote the product in order to increase the Company’s market share.
- Build working relationships with builders, architects and clients to encourage the applicant to continue to use the service.

- **Important Notes Relating to Duties**
  - In dealing with any form of contract or tendering procedures on behalf of the company, the holder of this post is personally responsible for ensuring that they:
    - are familiar with the relevant requirements of Contracts procedures, Rules and Financial Procedure Rules, Officer Code of Conduct and other management guidance that may be given from time to time;
    - Comply with these formal requirements and related procedures; and
    - Seek advice from a more senior officer or an officer with a specialism in the subject area if they are in any doubt about the proper course of action.

- **Responsibilities**
  - **People and Organisation Management** - The job involves some responsibility for the supervision and management, direction, co-ordination and training of other staff. The post holder is responsible for:
    - Supervising and delegating duties to junior staff (trainees, work experience, and administrative staff) and the effective allocation of the daily workload in order to meet performance targets;
    - Mentoring of junior staff in respect of plan checking, site inspections, report writing and record keeping;
    - Assisting junior staff with their training requirements;
    - Assisting junior staff in dealing with complaints;
    - Ensuring that the Company’s Health and Safety policy is implemented;
    - Ensuring that the Company’s Equal Opportunity Policy is implemented.
    - The post holder is also responsible for ensuring compliance with the Building Regulations and the relevant Building Standards through carrying out site inspections. Although the post holder has no direct responsibility for the supervision or direction of builders or developers, they are responsible for giving clear instructions to such people and must ensure that they are followed.
  - **Finance and budgetary control** - The post holder requires detailed knowledge of estimates and fees/charges received in respect of Building Regulations applications. The post holder is responsible for handling cheques, invoices and other financial transaction documents including giving instructions to process invoices.
    - The post holder requires an awareness of negotiating fees for larger projects in order to be competitive with the private sector and give value for money.
    - The post holder is also responsible for arranging fees with other local authorities under the LABC partnership scheme.

The post holder is responsible for issuing instructions, liaising and agreeing costs with
external service providers and consultants.

- **Key Performance Indicators**
  - Plans checked within 5 working days.
  - Decisions issued within 5/8 weeks.
  - Site inspections carried out within one working day of request.

- **Key Relationships**
  - Managing Director/Board.
  - Building Control Team Manager.
  - Other members of the Building Control Team.

---

**PERSON SPECIFICATION**

- This section presents the knowledge, skills, experience, personal qualities and qualifications that are considered essential for this role.

- **Knowledge/skills/qualifications:**
  - Good working knowledge of current Building Control legislation, construction methods and products, guidance and relevant issues.
  - Knowledge of legislative requirements in relation to proposed demolition.
  - Working knowledge of LABC initiatives such as the Partner Authority and Type Approval schemes.
  - Good understanding of, and the ability to deliver, good customer service.
  - Educated to degree level in building, surveying or a related subject, or able to demonstrate equivalent practical experience at the same level.

- **Experience**
  - Experience in a building control section of a similar organisation processing Building Regulations applications.
  - Experience of plan checking for Building Regulations applications.
  - Experience of inspecting work in progress for compliance with the Building Regulations, and enforcing and remedying breaches.

- **ICT/ technological aptitude**
  - Good knowledge of MS Office applications (Word, Excel) and Outlook.
  - Ability to adapt to using potentially unfamiliar systems (e.g. Tascomi) and mobile solutions.
  - An understanding of the application and importance of IT in delivering a high quality Building Control service.

- **Personal qualities**
  - Ability to produce a consistent, accurate and regular output of work to high standards.
  - Ability to deliver work within set deadlines.
  - Ability to create and maintain effective working relationships with others.
  - Excellent negotiation skills and ability to achieve effective outcomes.
  - Analytical and problem-solving skills and ability to devise practical solutions to problems and issues to achieve effective outcomes.
- Ability to communicate effectively with customers whose first language is not English.
- Ability to work alone or as part of a team.

<table>
<thead>
<tr>
<th>Equal Opportunities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hertfordshire Building Control fully supports the terms of The Equality Act 2010. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity and marital or civil partnership status.</td>
</tr>
<tr>
<td>If you have a disability and demonstrate that you fulfill the essential person specification criteria for the role on your application form, you will be invited for an interview. If you feel that you could carry out this post with some adjustments, please let us know. If you require particular arrangements made for interview etc (e.g. signing, access), please indicate this on your application form.</td>
</tr>
</tbody>
</table>