

**WYCOMBE DISTRICT COUNCIL
JOB DESCRIPTION**

Last reviewed 26 06 2019

Designation: Senior Building Control Surveyor	Post Number PBC Post Grade: Grade 7
Service: Planning & Sustainability	Division: Building Control

JOB PURPOSE:

To deliver excellent services to the people of Wycombe District in line with the Council's vision, values, resources, strategic and service priorities.

As a member of the building control team, to be responsible for specific Building Control duties, participation in the development of systems and effective team working and to fully contribute to the provision of an effective, consistent and high quality service that is responsive to customer demands.

To advise members, partners and staff on matters relating to the functions, policies and services of the Building Control Service
Council's strategic and service objectives.

RESPONSIBLE TO:

Building Control Manager

RESPONSIBLE FOR:

- Carrying out plan examination (vetting) of architectural drawings to assess the compliance against the Building Regulations and allied legislation
- Management of area within district for site inspections, carrying out site inspections of building work in progress from commencement of work through to completion including the management of unauthorised building work
- Lead surveyor for partner agreement under the LABC Partner Scheme
- Development of Assistant and Trainee Building Control Surveyors
- Control of dangerous structures including out of hours
- Control of demolitions
- Provision of quotations for individual projects
- Provide advice to members of the public, other council officers and members on technical and administration of building control matters
- To improve client satisfaction and maintain effective relationships with other stakeholders such as colleagues, the public and members
- To effectively develop and train to improve skills in accordance with the "Investors in People" culture of the Council and business needs

EQUAL OPPORTUNITIES:

To comply with and actively support the Council's equal opportunities policy and to

ensure practices are consistently applied throughout the Council in employment and service delivery.

HEALTH & SAFETY AT WORK:

To have due regard to the responsibilities and duties set out in the Council's Health & Safety Policy in respect to personal and other peoples health, safety & welfare.

PARTNERSHIP WORKING

To develop and maintain effective relationships with key partners and stakeholders in order to deliver excellent service and ensure the service area is highly regarded in their perceptions.

OTHER DUTIES:

In the absence of the team leader and building control manager, allocate workload to building control surveyors and

To undertake such duties, training and hours of work as may reasonably be required and are consistent with the level of responsibility of the job.

To maintain personal and professional development to meet changing requirements of the job.

KEY ACCOUNTABILITIES:

Processing Building Regulation applications (full scope of work)

- Full plans applications to be vetted against the Building Regulations
- Decisions made within statutory time periods
- Building notice and regularisation applications checked and additional information requested

Carry out site inspections (full scope of work)

- Carry out site inspections on a daily basis
- Keep accurate and up to date records of site inspections
- Report any non-conforming work for escalation to enforcement procedure

Provide advice on Building Regulation applications

- Provide advice to the public, members and colleagues on the building regulation process and technical requirements
- Provide advice on the control of building work and the fees payable

Development of others

- Provide mentor support for the plan vetting and site inspections for the trainee and assistant building control surveyors

Undertake personal learning and development

- Ensure self-development and training in accordance with business needs and the 'Investor in People' culture of the Council
- In particular, undertake training and development to gain competence in dealing with more complex building work

PERSON SPECIFICATION

The person specification will be used for recruitment purposes. Please demonstrate how you meet these criteria. Assessment will be made via the application form (A); interview (I)

QUALIFICATIONS AND TRAINING
Essential
<ul style="list-style-type: none">• Full Member of RICS, CIOB or CABE or meet the criteria set out by CABE for the mature entry route (A)
Desirable
<ul style="list-style-type: none">• Specialisation in structures, fire engineering, access (A)
EXPERIENCE
Essential
<ul style="list-style-type: none">• Proven practical experience in Building Control to include commercial and industrial work and enforcement of Building Regulations (A I)• Experience in dealing with dangerous structures and demolitions (A I)
Desirable
<ul style="list-style-type: none">• Substantial proven experience within building control (A I)• Experience of working in Local Authority Building Control (A)• Experience of working under BS EN ISO 9001 quality accreditation (A I)
KNOWLEDGE, SKILLS & ABILITY
<ul style="list-style-type: none">• Competent in the assessment of building failure (A I)• Effective communication and interpersonal skills with the ability to represent the service in a range of situations including with staff, meetings with developers and their agents, events with the public, stakeholders and government officials (A I)• Interpretation of architectural drawings and specifications (I)• Ability to work flexibly and adapt to changing priorities (A I)• IT literate with an understanding of the potential for IT in achieving improvements to the service (A I)• Competent in the application of Building Regulation and associated legislation including court action and enforcement action (A I)• A good team worker, able to work collaboratively, promoting involvement and engagement with colleagues (A I)• Ability to apply a logical approach to the day to day duties (A I)
Desirable
<ul style="list-style-type: none">• Electronic plans experience (A I)