



Job Description & Person Specification

Job Title:	Area Building Control Surveyor	Job Reference:	50361234
Service:	Planning and Building Service		
Location:	Andover	Grade:	8 -9
Reports to:	Building Control Manager		
Date:	21 May 2019		

Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:

Accountability, Ambition, Empowerment, Integrity, Inclusiveness.

Main job purpose

To ensure that any building works/development carried out within an area of the borough are in accordance with the Building Regulations, other legislation and as set out in the Council's Building Control policy.

Main responsibilities and duties/ Principal Accountabilities

1. To administer and control all building work carried out within an area of the Borough to ensure compliance with the Building Regulations and other legislation. Carry out site inspections and supervision implementing any formal or informal actions as may be required (in most cases an instant site decision has to be made) and maintain accurate and detailed records of all inspections	40%
2. To determine that Building Control charges for each application are correct and determine Individually Determined Charges as required	5%
3. To ensure that all plans deposited are examined for compliance within the prescribed time period of 5 weeks or 2 months, and wherever possible within the Service target of 14 working days, prior to formally approving or rejecting the plans	20%
4. To carry out inspections and assessments in respect of Dangerous Structures, Demolitions, Licensing, Enforcement and Section 32 and to take appropriate action and prepare and serve notices as required	5%
5. To give advice on Building Regulations and general building construction and to liaise as required with other departments of the Council, Statutory Consultees and other professional bodies at a senior level, including architects, surveyors, Structural and fire engineers, Fire Officers and members of the legal profession	10%
6. To undertake and review audits under the Service Quality Assurance procedures	5%
7. To identify and inform the Building Control Manager as the need arises to update the Council's Building Control policy, working	5%

practices and matters that should be brought to the attention of the relevant Committees	
8. To undertake Continuing Professional Development and maintain health and safety training and standards	10%
<p>NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed</p>	
<p><i>To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.</i></p>	
<p>Supervision and management</p>	
<p>Reports to the Building Control Manager</p> <p>To assist in the day-to-day training and supervision of the Building Control Trainees, by giving appropriate advice and guidance as necessary</p>	
<p>Resources</p>	
<p>Management of Building Control assets to enable the role to be carried out.</p>	
<p>Contacts and relationships</p>	
<p>Regular contact with builders and property owners both on site and within the office. To liaise with other departments of the Council, other professional bodies at a senior level including architects and surveyors, structural and fire engineers, Fire Officers and members of the legal profession.</p>	
<p>Working environment</p>	
<ul style="list-style-type: none"> • This is a part office and site based role. • Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise. • Contact with the public with risk of challenging or abusive behaviour. 	

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references. Please also see Career Grade Competencies for Building Control Surveyors	ESSENTIAL/ DESIRABLE
Educational and professional qualifications	
<ul style="list-style-type: none"> • Full membership of RICS or CABE (Building Control) or equivalent. • Associate Membership of RICS / CABE or equivalent 	Essential to be appointed at Grade 9 Essential at Grade 8
Knowledge	
<ul style="list-style-type: none"> • Must have a good knowledge of construction and the Building Regulations 	Essential
Experience	
<ul style="list-style-type: none"> • Extensive experience working as a Surveyor • Experienced in plan examination and site inspections 	Essential at Grade 9 Essential
Key skills	
<ul style="list-style-type: none"> • Must be able to retain and process information quickly • Able to work under pressure to set targets and deadlines • Have the proven ability to work as part of a team • Mathematical and computer literate • Able to work at considerable heights above ground level when the need arises • Able to communicate well with the public 	Essential Essential Essential Essential Essential Essential
Personal qualities and behaviours	
<ul style="list-style-type: none"> • Good communication skills with a practical knowledge of building construction and regulations • Ability to work well with others and at times under pressure. • Must be confident in making decisions • Reliable, adaptable and enthusiastic for the work being under taken • Self-motivated 	Essential Essential Essential Essential Essential
Other Factors	
<ul style="list-style-type: none"> • Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport 	

- Must hold a current driving licence and have access to transport on a daily basis

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.