

**Post Title:** Building Control Officer

**Post Hours:** 37 hours per week

**Grade:** Scale 4 / SO1 (Career Grade)  
PO2-5 (Fully Qualified)

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**Responsible to:** Building Control Manager

**Responsible for:** None

**Main contact associated with principal duties:**

- Building Control Staff
  - Councillors
  - Architects
  - Surveyors
  - Builders
  - Solicitors
  - Professional officers from this and other councils
  - Police
  - Fire Service and building material suppliers
  - Customers for building control services and other members of the public
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**Job Purpose:**

To assist the Building Control Manager in the provision of a quality, cost effective and competitive local authority building control service in the Borough of Pendle.

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**Control of Resources:**

- Tablet
  - Mobile phone
  - Various measuring equipment
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**Main duties and responsibilities:**

1. To assess plans submitted to the Council under the Building Regulations under local and statutory timescales and assure compliance with legislation, including recommendations for approval or rejection and negotiation of the Building Regulation requirements and the interpretation of complex legislation.
2. To assess Building Notices and Initial Notices submitted under Building Regulations including recommendations for rejection or acceptance including negotiation of additional information and charges.

3. To carry out the routine and statutory inspection of construction work in progress and keep meticulous records of the inspections and findings including inspecting complex constructional projects to statutory and local timescales.
4. To supervise and train any Building Control Officer undergoing a structured training programme, where necessary and appropriate for the grade.
5. To assist with providing Building Control to the public, contractors, architects, solicitors, Councillors and other Council staff.
6. To carry out on behalf of the Council the enforcement of unauthorised work, work carried out in contravention of Building Regulations, dangerous buildings, derelict buildings, vacant and insecure buildings under the Building Act 1984 including use of professional judgment, carrying out surveys and preparation and giving of evidence for court action.
7. To provide as necessary an out of hours emergency service to give professional advice about dangerous buildings to the Fire and Rescue Service and Police and contribute towards the Council's emergency services by arranging emergency work as considered necessary.
8. Assist with the assessment of section 80 notifications under the Building Act 1984 for proposed demolition works.
9. To assess applications submitted to the Council under Building Regulations and ensure that the correct charges and VAT are paid, including the checking and calculation of costs of work and the negotiation of the charges.
10. To ensure that invoices are raised for all inspection charges due, promptly and accurately.
11. To carry out inspections including working at heights and in excavations and confined spaces, conforming with the Council's health and safety policies and procedures and in accordance with the site Construction, Design and Management procedures.
12. Keep up to date with Building Control and Health and Safety legislation.
13. Undertake Continuing Professional Development as required by the professional body to which you are a member.
14. To undertake training/development as necessary in line with the LABC competency framework to ensure the competencies of the post are met.
15. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

**Note.**

The duties outlined above are in accordance with current statute law and are subject to variation to conform with changes in legislation.

Date : May 2019

Selection Criteria	Essential Or Desirable	Assessment Method
<b>Qualifications</b>		
1. Corporate member of the RICS Building Surveying (Building Control Faculty), or,  Corporate member of the ABE CIOB or similar	Essential for PO2-5	Application Certification
2. HNC in Building Studies or equivalent (studied on a part time basis whilst working within Building Control, or,  HNC in Building Studies or equivalent with 1 years subsequent experience OR NVQ4 in Building Control, or,  NVQ4 in Building Control  <i>NB: See table below for qualification criteria for progression through the career grade</i>	Essential for Scale 4	Application Certification
<b>Knowledge, skills, abilities and experience</b>		
3. Have a good technical knowledge of the Building Regulations and allied legislation at a sufficient level in order to work unsupervised on site.	Essential	Application Interview Test
4. Be sufficiently computer literate to be able to work with Microsoft Office or similar and experience of using Building Control management Software.	Essential	Application Interview
5. Be fully aware of the importance of the commercial context in which the Building Control section operates.	Essential	Application Interview
6. Good communication skills in order to explain the requirements of regulations and to communicate courteously and effectively with clients.	Essential	Application Interview
7. Good level of numeracy to be capable of doing calculations for thermal performance, stair and roof pitch.	Essential	Application Interview Test
8. Literacy skills sufficient to draft technical letters on Building Regulation matters.	Essential	Application Interview Test
9. Ability to lead in meetings with developers and applicants in relation to Building Regulation matters.	Essential	Application Interview
10. Understanding of equality and diversity issues relevant to this post.	Essential	Application Interview
11. Be able to drive and provide a vehicle for work purposes.	Essential	Application Interview Certification

12. Knowledge of the requirements of legislation relevant to health and safety within construction including the Health and Safety at Work Act 1974; and the Construction Design & Management Regulations 2015.	Essential	Application Interview
13. Ability to work to targets and prioritizing workload in an office and building environment.	Desirable	Application Interview
14. Be capable of carrying out a structured training programme approved by the RICS or ABE for the development of any Building Control Officers undergoing Training.	Desirable	Application Interview
<b>Special Requirements</b>		
15. Physically capable of climbing ladders, working at height, climbing into trenches, scaffolding and roof spaces and working in a cold, wet and physically demanding environment.	Essential	Application Interview
16. Sufficient hearing and eyesight in order to be able to be communicate effectively and be safe to work on building sites and at heights.	Essential	Application Interview

<b>Qualification Criteria for progression through the Career Grade</b>	
Scale 5	<ul style="list-style-type: none"> <li>• HNC in Building Studies or equivalent plus 2 years subsequent experience</li> <li>• HND in Building Studies or equivalent plus 3 years subsequent experience</li> <li>• Relevant degree, studied full time with no experience</li> <li>• Associate Membership of ABE</li> </ul>
Scale 6	<ul style="list-style-type: none"> <li>• Relevant degree, studied part-time whilst working in Building Control or equivalent environment</li> <li>• Relevant degree, studied full-time with 2 years subsequent experience</li> <li>• Graduate membership of ABE</li> </ul>
SO1	<ul style="list-style-type: none"> <li>• Chartered Membership of RICS</li> <li>• Corporate Membership of ABE</li> </ul>

Date: May 2019