



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Building Advisor		
<b>Department:</b>	Planning & Building Services	<b>Section:</b>	Planning & Building Services
<b>Reports to:</b>	Head of Planning & Building Services		
<b>Grade:</b>	Falkland Islands Government Grade	<b>Job Code:</b>	606BA1

## Job Purpose

To administer, promote and advance the Islands building control service and be the primary point of contact for professional advice and guidance for all matters pertaining to the Building Regulations.

## Main Accountabilities:

- Assess and determine building permit applications against current Falkland Islands Regulations or other international standards/guidance for compliance in a timely manner.
- Prepare reports on building control matters (including recommendations and conditions for approval or reasons for refusal) for the Planning and Building Committee and the Executive Council.
- Undertake inspections of ongoing building works to enable Occupation/Completion Certificates to be issued on completion of works.
- Provide professional advice and guidance on large and small scale building projects across the Falkland Islands, and to act in a co-ordinating role with other Government Departments on building matters.
- Act as a point of contact, in conjunction with the Chief Fire Officer, on building related fire safety and provide professional advice on fire safety matters to colleagues across the Government.
- Keep full and accurate record of all site visits, inspections and interviews and provide clear audit trails for all decisions made, especially those which require professional judgement.
- Investigate breaches of the Building Regulations and instigate enforcement action works deemed to be non-compliant.
- Inspect buildings considered to be in a dangerous condition and, where necessary, advise on remedial operations to alleviate/remove the danger.
- Investigate and advise on the suitability of new building materials and methods to improve standards of construction taking into account geographic, environmental, and cost constraints.
- Act as technical advisor to the Historic Buildings Committee.
- Recommend and advise on changes to Falkland Islands Building Control legislation.
- Assist the Head of Planning & Building Services to discharge the duties placed upon them.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***



# Falkland Islands Government – Job Description

## Additional Information:

The Falkland Islands features an active construction sector and the Planning and Building Service received over 160 applications in 2019. These submissions covered a wide range of development from private dwellings to large commercial and institutional projects. The scope of work is varied and will involve working closely with both Government and private sectors.

The post-holder must be experienced in the interpretation and application of building legislation and be confident in the preparation and production of related documentation including reports, permits, and certificates. Experience with 'stick frame' style construction and steel frame warehousing will be an advantage to the successful candidate.

This role is office based with a regular need to visit building sites in Stanley and Camp. The post holder will need to be familiar with safe site working practices and be confident in exercising professional discretion at all times.



# Falkland Islands Government – Job Description

Person Specification:	Building Advisor		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>			
A masters (or recognised equivalent) in a relevant subject area.	✓		A
A bachelor's degree (or recognised equivalent) in a relevant subject area.	✓		A
Full chartered membership of the Royal Institution of Chartered Surveyors (RICS), and/or The Chartered Association of Building Engineer (CABE), and/or The Chartered Institute of Building (CIOB) (or recognised equivalent).	✓		A
Current full driving licence.	✓		A
Full or Associate membership of the Institution of Fire Engineers (IFE) (or recognised equivalent)		✓	A
<b>Knowledge, Skills and Experience:</b>			
Fully conversant with UK Building Regulations, Approved Documents and other supplementary guidance including British/EN Standards, TRADA and BRE publications, and Health Technical Memoranda. (or national/international Code equivalents)	✓		A/I
Knowledge of fire safety including means of escape, boundary conditions, and specific requirements pursuant to dwelling houses, commercial and institutional buildings.	✓		A/I
Excellent verbal and written communication – ability to express ideas and impart key messages clearly, concisely and effectively to a range of audiences.	✓		A/I
Ability to analyse and interpret varied and complex technical information.	✓		A/I
Knowledge of health and safety practices as they relate to buildings and construction.	✓		A/I
Ability to work both independently and within a small team.	✓		A/I
Ability to prioritise workload and keep accurate records.	✓		A/I
A minimum of five years post-qualification experience.	✓		A
Awareness of political sensitivities.	✓		A/I
Proficient in the use of MS Office programmes, including Word, Excel and Outlook.	✓		A/I
Experience of working in a rural or small community.		✓	A/I



# Falkland Islands Government – Job Description

Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience continued:</b>			
Ability to interpret, review and update legislation as deemed necessary.		✓	A/I
A practical understanding and or experience of stick frame construction (domestic) and steel frame construction (commercial).	✓		A/I
<b>Personal Attributes:</b>			
Ability to pro-actively take the lead on technical matters, and to work independently without close supervision.	✓		A/I
Self-motivated with a desire to promote sustainable building and construction practices.	✓		A/I
Strong interpersonal and communication skills, including the ability to consult, negotiate, persuade and influence others.	✓		I
Ability to work with complete discretion and confidentiality, extending to matters of enforcement within the scope of the Building Regulations.	✓		I
Awareness of sensitivity of information in a small community.		✓	A/I/R

**Method of assessment:**

- A Application Form
- I Selection Interview
- R Reference
- P Presentation