

Wirral Council: Job Role Descriptor

Job Role:	Building Control Surveyor (Career Grade - Levels 1-2)
Service:	Building Control
Reports to:	Team Leader - Principal Building Control Surveyor
No of Subordinates:	0
HR USE ONLY	
Job Role Ref:	REG0060P
Job Family:	Enabling
Proposed Grade:	Level 1 (PO4) Level 2 (PO6) <i>*Must be read in conjunction with Career Progression Framework Criteria</i>

JOB ROLE PURPOSE

Assist in the provision and delivery of a customer orientated Building Control Service, which ensures the health, safety and welfare of people in and around the built environment, in accordance with the sections policy, aims and objectives, business plan and marketing strategy.

KEY TASKS

1. In the interests of public safety and protection, to undertake any reasonable action to protect the public from dangerous structures, unauthorised works, demolition work and works that form obstructions to the public highway. This will include the participation in an out of hour's emergency call out rota providing a 24-hour rapid response service for dangerous structure incidents throughout the Borough.
2. Ensure that applications are checked for compliance against the requirements of the Building Regulations and associated legislation efficiently, speedily and professionally within statutory timescales and as directed within the section's service plan and policy documents.
3. Undertake statutory and other site inspections in connection with plans and building notices deposited with the Council under the Building Regulations and under the powers set out in Section 32 of the Building Act 1984 and as directed within the sections service plan and policy documents. Liaising with builders and owners to ensure materials, construction practices etc. comply with all current legislation and codes of practice.
4. Be prepared to instigate enforcement procedures as per Building Control and the Council's enforcement policies, preparing reports and statements for the Council's Solicitor and appearing in court as a witness as required, when undertaking any enforcement action required under the Building Regulations, Building Act and any associated legislation.
5. Check, assess and analyse basic structural calculations and details submitted with full plans applications and building notices.

6. Consult with internal and external bodies as appropriate and communicate with applicants and agents the findings of those consultations with regards to their submission.
7. Support the marketing and promotion of the services and the development of any new business opportunities, working within the confines of a competitive market.
8. Undertake all duties and maintenance of accurate records in accordance with any assigned Quality Management Systems or other procedural guidance
9. Deliver a high-quality service and level of performance which contributes to achieving any agreed service targets and improvement objectives, contained within the service plans and policy documents.
10. Conduct all duties with due regard to the Council's corporate personnel policies and practices including for example, the officers' code of conduct, health and safety policy, performance standards, safe systems of work and procedures.

KEY RESPONSIBILITIES

People

Able to provide readily understood professional building regulation and associated legislation advice to elected members, applicants, agents, members of other Council Departments and all stakeholders, on all matters related to the Building Control Service.

Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Council's health and safety policy and any service-specific procedures / rules that apply to this role.

Work as an integrated and flexible member of the Building Control team in order to assist other team members during periods of high workload, to achieve the corporate objectives affecting Building Control.

People management skills such as tact, negotiation, diplomacy and sensitivity to guard against hostilities and potentially high levels of conflict with some service users, when having to deal with difficult situations, which could lead to intimidation, abuse, threat's and offensive language.

Financial

Not a budget holder and has no specific responsibilities for budget setting/monitoring and management.

Strategic

Support the Head of Service and the Building Control and Technical Support Services Manager to deliver the service to ensure that the councils meet their statutory obligations with regard to the Building Regulations and allied legislation.

Support the Head of Service and the Building Control and Technical Support Services Manager in developing and delivering the corporate vision, values and priorities of the Council, the Directorate and the services for which the post holder is responsible.

Resources

Responsible in ensuring that all data and records taken away from the office, to undertake their duties and responsibilities are done so in accordance with the Councils information governance policies and guidance.

Planning and Organising

Required to work largely independently, on a day to day caseload, to set deadlines and within recognised procedures, which leave's some room for initiative and taking responsibility for their own work.

Decision Making

Deal independently with unexpected problems and situations but refers serious problems to line manager and seeks their advice on policy and resource issues.

Acts as a mentor to more junior staff, providing advice and guidance issues on more complex issues and queries.

Ability to make professional judgements, sometimes "on the spot" decisions in respect of compliance with Regulations and allied legislation, which often have far reaching effects and potentially serious financial/ health and safety implications.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

Appointment and progression is dependent on an individual meeting the criteria as set out in Wirral Councils Career Grade Progression Scheme for Building Control Surveyors, as determined through the performance appraisal process.

Knowledge and Skills:

Competent user of IT, its application and potential application within a Local Government environment e.g. specialist back office system, Microsoft Office, specifically Word, Excel, Outlook.

Understanding of the requirements of the role and the function of Building Control and have a sound knowledge of the Building Regulations, Approved Documents, allied legislation and technical documents associated with the building control function.

An awareness of relevant health & safety legislation in order to ensure your own safety and the safety of more junior staff under your supervision.

Excellent communication and interpersonal skills and having a customer service and quality focused approach.

Have a commitment to on-going professional development by ensuring that CPD records are kept up to date.

Reasonable level of mobility and agility to undertake site inspections and able to work at height or in confined spaces.

Desirable Criteria

Experience of enforcement work and court proceedings.

Knowledge and understanding of best practice and new innovations and developments in the industry.

Ability to work to deadlines.

Have clear and precise written and oral communication skills, with the ability to listen to, and influence others.

ADDITIONAL WORK ELEMENTS

Required to participate in an out of hour's emergency call out rota as part of a professional team, providing a 24-hour rapid response service for dangerous structure incidents throughout the Borough.

Demonstrate the ability to travel to sites around the borough, in an efficient manner.

The role involves spending a significant amount of time outdoors at construction locations where on-site conditions can be challenging due to weather conditions or building activities and at times during anti-social hours.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

Date

Sab Spina

11/11/2019

Building Control and Technical Support Services Manager