

Role profile

Here's more about the job!

Role/s	Technical Administrator	Date Prepared	January 2019
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Your Team

- The Building Control Team delivers Building Control and Building Regulation duties and is responsible for Regulation and Compliance through advice and enforcement at scheme appraisal and determination and site inspection during the construction phase. Key Regulatory areas covered are health, safety, sustainability, energy and accessibility.

Your Customers

- Other Council services, and our professional and risk management authority partners
- Residents, businesses, visitors to CBC and applicants
- Other local authorities and central government, public and private organisations in the Building Control sector

Your Role

- The role provides technical and administrative support to the Building Control Service
- To process Street Naming and Numbering applications, consulting with various Town/ Parish Councils
- Responsible for arranging replacement and the repair of street signs
- Raising and monitoring purchase orders, raising invoices
- Registering and processing building control applications
- Land charge searches
- The role requires strong IT skills and involves liaising with customers and processing information accurately and in a timely manner.

Health and Safety

- Manual handling activities.
- Visual display - regular use.
- Risk of verbal abuse.

Work Pattern

- Standard Monday to Friday with flexibility subject to business needs.

Work Related Travel

- Limited.

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