

LONDON BOROUGH OF HACKNEY

Job Description

POST TITLE:	Structural Engineer (Building Control)
DIRECTORATE:	Legal, HR & Regulatory Services
SERVICE:	Planning
GRADE:	Grade P05.
LOCATION:	In the London Borough of Hackney
RESPONSIBLE TO:	Building Control Manager
RESPONSIBLE FOR:	N/A

PURPOSE OF THE JOB:

- To act as the Council's specialist advisor with regards to building control structural engineering matters across the borough. To provide a high technical standard in relation to building design, materials, construction techniques and related matters in the context of the building regulations approval process.
- To proactively advise and develop structural engineering policy, guidance and advice. Lead on all building control structural design and construction matters and on how the structural service delivered can contribute positively, flexibly and innovatively to the wider departmental and corporate initiatives. Also to liaise with internal and external stakeholders on all aspects associated with service.
- To contribute and implement strategies that will enhance all aspects of the service delivery.
- To supervise a team of professional and technical staff including directly employed and ensure continuous improvements
 - the Building Act 1984 and associated Regulations
 - the London Building Acts (Amendment) Act 1939 including dangerous structures
 - professional advice and business development associated with building control structural engineering and
 - other areas of the building industry that may become relevant to the role.
- To ensure that services provided by Building Control to external clients, bodies and partners and the Council are delivered to the highest standard.

- To be an exemplary and professional Structural Engineer to ensure services provided are high quality and customer focussed.
- To be an effective and collaborative member of the Building Control Team.
- To carry out all duties to the highest professional standards, protecting the reputation and ensuring the integrity of the Council at all times.
- To contribute to the establishment of quality systems for the delivery of an effective service.
- To ensure that the work of the team delivers a high quality structural service which complies with systems developed to demonstrate quality as determined by performance indicators, internal and external assessments and customer feedback.

KEY ACTIVITIES, DUTIES AND RESPONSIBILITIES:

- To provide a high quality service, ensure that agreed objectives are met and implement strategies that will enhance all aspects of the service in addition to operating the Building Regulation and public safety function to ensure the health, safety and welfare of people in and around buildings.
- Be the first point of contact for specialist advice on all structural engineering issues relating to the work of the Building Control section which would be in accordance with the latest professional standards and developments.
- To provide expert structural engineering guidance and review submission of plan and check structural calculations and other supporting information for the project which includes large scale, high rise and complex buildings.
- To have advanced knowledge of construction methods, materials, and legal regulations.
- Assess and determine Building Regulation submissions within statutory timeframes and undertake site inspections to ensure compliance with the Building Regulations, London Building Acts (Amendment) Act and other associated legislation. The site inspection will involve attending locations alone which may involve personal risk.
- To lead on witnessing piled and other special foundations, including ground improvements and specialist forms of construction. This may include attendance on site out of normal working hours where requested by the applicant to facilitate their program deadlines.
- To liaise/consult, negotiate, attend meetings with professionals, the developers multidisciplinary specialists/design teams in addition to architects, surveyors, builders, applicants and consultees to contribute and influence their design proposal to ensure compliance with statutory requirements both in the office and on-site. To make recommendations for the approval/rejection of structural engineering and construction which relates to aspects of the application.

- Proactively investigate dangerous structures, undertake appropriate action and issue notices to ensure public safety under the provisions of the Building Act 1984 and London Building Act 1939.
- Participate in providing the Council's out of hours dangerous structure response service to identify, inspect and take necessary action, including issuing statutory notices, in order to maintain public safety.
- Carry out structural surveys and design on all types of buildings and prepare comprehensive reports where required for the council assets if needed.
- Providing structural advice to other departments within the council and elected members in respect to legislation.
- To record all inspections to a standard capable of being used to defend the council's interests in future litigation. Prepare statements and represent the Council in court and give evidence in connection with formal legal action under the provisions of the Building Regulations (structural matters).
- To provide expert and technical advice to members of the public, other Council departments and elected Members in respect to legislative and best practice standards.
- To lead on staff development through training and mentoring on site for matters relating to structural engineering and construction techniques.

Partnership working

- Partner with Council departments, developers and building owners to develop and implement a co-ordinated development team approach for buildings/projects.
- Liaise with other departments within the Division, specifically the Development Management and Growth teams, in respect of matters of common interest including use of materials, setting out, levels and other conditions to ensure developments proceed in accordance with approved plans and documents.

Business and Personal Development

- Participate in the continual improvement of the Building Control team to ensure it is effective and efficient in a commercially competitive environment.
- Keep informed of building legislation to enable interpretation and solutions that achieve legislation and the policies of the Council.
- Undertake training as necessary to keep up-to-date with legislation, construction methods, materials, building techniques and information technology.
- Assist in the training and development of team members including lesser qualified/experienced surveyors and support staff as required.

- Assist with proactive marketing and promotion of the Building Control service to agents, developers and building owners, and undertake Building Control duties in a manner that retains and improves the Authority's market share.
- Respond to complaints and enquiries about the service in a timely and professional manner.
- To maintain and administer Building Control files, registers and other working documents in an ordered and comprehensible manner, including records of site visits, discussions, meetings, and the like.
- Utilise information technology for the production of documents, correspondence, maintaining site notes and as otherwise directed to improve efficiency and effectiveness for the service.
- Undertake project work on behalf of the department as required to assist in the development of website, public information, ICT or other service linked area.

Other

- Undertake other duties commensurate with the position as may from time to time be required.
- Proactively assess your own priorities and set yourself objectives, targets and deadlines while maintaining service requirements.
- Carrying out responsibilities/duties with due regard to the Council's Equal Opportunity Employment Policy.
- Work in accordance with legal and statutory requirements, the Council's policies and procedures and within deadlines and agreed targets.

Structural Engineer (Building Control)

Person Specification

EXPERIENCE:

- Demonstrate experience of checking structural design work on small to large complex projects.
- Demonstrate experience in structural design work.
- Demonstrate experience in preparing structural reports.
- Experience in developing good working relationships with internal and external bodies and customers as part of a developing effective service delivery.
- Demonstrate experience as a supervisor in a Building Control or related environment. This experience must include at least five of the following seven areas:
 - a sound working knowledge of all relevant legislation and technical matters;
 - a history of structurally plan checking across a range of building and project types;
 - proven experience in undertaking site inspections where necessary;
 - understanding of specialist subjects including fire engineering, energy efficiency, access audits, structural appraisal and the like;
 - administration and enforcement of legislation of direct relevance;
 - liaison with relevant organisations in the public and private sectors;
 - delivery of customer orientated services.
 - Can undertake inspections of dangerous structures, including taking part in the out of hours dangerous structure duty.

SKILLS AND ABILITIES:

Communication skills

- Good written and verbal communication skills with the ability to prepare clear documents on building control matters.
- Ability to communicate with architects, engineers and other construction industry professionals.
- Ability to mentor/assist training of less experienced/qualified staff.

Technical knowledge

- Sound knowledge of the relevant legislation and regulatory framework for the provision of the Building Control function.
- Sound knowledge of structural engineering in residential, retail, mixed used and commercial developments.
- Able to take the lead on an arrangement of projects.
- Up-to-date knowledge of Building Control structural related technical matters including traditional techniques and continually strives for knowledge of innovative techniques.
- Knowledge of Building Control structural appraisals and the like.
- Ability to carry out elementary structural calculations.
- Proficient plan checking structural designs; skills of domestic to complex projects.

- Capable of carrying out risk based assessment for the purposes of operating an effective site inspection regime.
- Demonstrate a background of dangerous structures assessment and directing emergency works.
- Will have at least a relevant degree in the field of construction.
- To have more than 4 years of structural engineering experience.
- To evaluate and examine high rise buildings (Structurally).
- Attend meetings with other departments including pre planning applications to give advice on structural related issues.
- Attend architectural design meetings and advise on guidance for low, medium and high rise buildings where required.
- To have a IStrucE Membership, MRICS specialist in Building Control, MCABE specialist in Fire engineering, MIFireE status specialist in fire engineering.
- Can offer alternative design services such as Party Wall advice, Structural Design, Sound Surveys, Energy Assessments etc...

Analytical skills

- Excellent problem solving skills that use analysis, interpretation and critical judgement to arrive at practical, effective and decisive solutions to building control related matters.

Information Technology Knowledge

- Knowledge of software packages and understanding of how their use assists in business efficiencies.
- Ability to readily understand and make best use of new software.

Partnership working

- Ability to form, maintain and enhance partnerships with internal and external partners, and stakeholders that deliver a value for money and market leading service.
- Strong team based work ethic.

Time management

- Excellent personal time management skills that demonstrate ability to manage a heavy and varied workload.
- Ability to manage caseload from receipt to completion.

Health and safety

- A sound knowledge of the principles and practice of health and safety including risks and responsibilities associated with operational building control activities.

QUALIFICATIONS:

Essential:

- Is a member of, or sufficiently qualified to be, a Corporate Member of a professional body relevant to the building profession, for example, Association of Building Engineers; Institute of Building; Institution of Civil Engineers; Institution of Structural Engineers; Royal Institute of British Architects; Royal Institution of Chartered Surveyors.

Desirable:

- Specialist knowledge of building control related subjects including fire engineering, energy efficiency, access audits, structural appraisal and the like.
- Able to have additional skills for generating income such as structural design work.

OTHER:

- Holds a full UK driving license and has access to a car available for official business or access to a form of transport which will enable the applicant to meet the requirements of the post.
- Ability to demonstrate a commitment to and understanding of equal opportunities.

NB: All employees are expected to adhere to the Council's Equality & Diversity and Health & Safety Policies.