

## Job Description and Person Specification **REV BSR1a**

<b>Employing Authority:</b>	<b>Bromsgrove District Council</b>
<b>Job Title:</b>	<b>Building Control Surveyor</b>
<b>Directorate:</b>	<b>Planning and Leisure Services</b>
<b>Responsible to:</b>	<b>Operations Manager</b>
<b>Responsible for:</b>	<b>none</b>

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### **Job Purpose**

Responsibility for carrying out the Council's statutory obligations with regard to the Building Act 1984, The Building Safety Act 2022, The Building Regulations and allied legislation in accordance with the Council's policy for Building Control.

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### **Main Duties and Responsibilities**

An outline of the main or key duties and responsibilities which the post holder needs to undertake to deliver the Job Purpose.

1. Ensuring the Council's Building Control policy is followed
2. To Ensure that activities are carried out in accordance with the quality system and contributing to its continual improvement
3. To fully utilise/explore efficiencies gained through the use of information technology systems which exist and to assist in the introduction and running of any new systems that may be required including mobile working technology.
4. To participate and undertake work relating to Partnership arrangements and marketing of the service.
5. The carrying out of plan examination and site inspections to the standard and timescales of the Quality Management System, Building Regulations, Building Act 1984 and allied legislation
6. Liaise with Architects, Developers, Members of the Public, etc, in respect of Building Regulations and allied matters, at meetings and by correspondence

7. Carrying out consultations with internal departments and external bodies in respect of Building Regulation applications
  8. Participating in the monitoring of planning conditions
  9. To administer the provisions of the relevant Acts and office policies with regard to dangerous buildings and the control of demolitions.
  10. To pursue unauthorised building works and prepare appropriate enforcement evidence / action as necessary and to present the same to Court if necessary.
  11. To maintain accurate and appropriate records of site inspections, enforcement actions and other associated functions
  12. To represent the building control service as may be required with internal and external stakeholders.
  13. To assist in the development and implementation of the building control service plan.
  14. Ability to embrace the agenda relating to the diversification of the service as it seeks to evolve.
  15. The liaise with the Operations Manager and Building Control Manager regarding the issue of Completion Certificates and Approval and Rejection Notices.
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## **General Duties**

- To ensure efficiency, effectiveness and equality in service delivery.
- To act at all times in accordance with the requirements of the Building Inspectors Competency Framework.
- To exercise proper integrity and respect of confidential matters and personal information obtained during the execution of the duties of this post.
- To reflect the Council's core values and objectives in undertaking the duties of this post.
- To provide outstanding customer services to all customers, colleagues, elected Members etc In particular by building trust, taking responsibility and assuming ownership of issues, actively listening, communicating with empathy and being flexible and adaptable to meet the needs of others.
- To understand and comply with the legal requirements of the Health and Safety at Work, etc. Act 1974 and any other relevant regulations as detailed in the Council's Health and Safety Policy Statement.
- To carry out duties and responsibilities under the Data Protection Act 1998; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.

- To undertake such other reasonable duties as may be

requested.

## Key Deliverables

To be responsible for the delivery of the objectives agreed through the PDR process as set out in individual staff work plans.

## Specific Post Responsibilities

**Strategy / Policy Development** none

## Any Other Specific / Relevant Areas of Responsibility

Other duties and relevant areas of responsibilities, contacts, level of policy development, advice and guidance referred to in Main Duties and Responsibilities above.

## Person Specification

The specific skills, knowledge, abilities, qualifications or behaviours which are needed to effectively undertake the main duties and achieve the job purpose. These will be assessed using the information available from:

- 1 – Application form
- 2 – Interview
- 3 – Exercise (eg psychometric, case study, presentation etc)
- 4 – Evidence (eg certificate, membership card, course registration etc)

## Knowledge and Experience

	<b>Knowledge and Experience</b>	<b>Essential / Desirable</b>	<b>To Be Assessed By</b>
1.	Proven experience within a Building Control or construction environment	E	1,2
2.	Experience of Building Control software systems	D	1,2
3.	Detailed knowledge of the Building Regulations Building Act and associated legislation and Quality Management Systems	E	1,2

4.	Understanding of Quality Management Systems	D	1,2
5.	Awareness of business transformation processes	D	1,2

### Qualifications and Professional Memberships

	Qualifications and Professional Memberships	Essential / Desirable	To Be Assessed By
1.	Corporate Member of the RICS and / or Association of Building Engineers	D	1,4
2.	Graduate in Building Surveying	D	1,4
3.	Evidence of continuing professional development	D	1,2,4
4.	To be a formerly licenced registered building control inspector to Band B Category F of the Building Competency Safety Foundation Class 2 A-F as approved by the Building Safety Regulator.	E	1,4

### Job Specific Skills, Behaviours and Personal Attributes

	Job Specific Skills, Behaviours and Personal Attributes	Essential / Desirable
1.	Ability to work and communicate with a wide range of people and colleagues	E
2.	Ability to plan and manage Building Control workload, meet targets and be flexible in line with working as part of a small team	E
3.	Ability to work as part of a team and contribute to its development	E
4.	Ability to self motivate under pressure in a competitive environment, maintaining tact and diplomacy with good interpersonal skills and work with a minimum of supervision and use initiative	E
5.	To be computer literate particularly with Microsoft Office applications	E
6.	Driving Licence and use of a car for business, or fully mobile with access to	E

	<p>transport.</p> <p>Ability to undertake site visits which may involve activities such as climbing ladders / operating in confined spaces.</p>	
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Key Customer Centred Skills below will form part of the person specification.

	Customer Centred Skills, Behaviours and Personal Attributes	To Be Assessed By
1.	Is reliable – builds trust with customers by doing what they say they are going to do, when they say they are going to do it. Is fast (prompt) and easy to do business with. Does not keep people waiting and ensures they are available for appointments on time. Goes the extra mile – delights customer by doing things they would not expect, especially if something has gone wrong.	1, 2
2.	Takes responsibility – assumes ownership of the customer experience and issues, and wherever possible sees queries through to their conclusion. Does not pass the buck or blame others. Deals with issues when things are going wrong and says sorry, even if it is not their fault, if the customer is unhappy about something that the council has done. Follows up and ensures that the customer knows what is being done on their behalf, even if the issue has not yet reached its conclusion. Is empathic, “walks in the customers’ shoes” and asks whether they would be happy if they were the customer. Is sensitive to the feelings of others.	2, 3
3.	Listens and communicates with empathy – Lets the customer talk, makes notes and makes sure they understand what is being said by asking questions and re-telling what they believe to be the issue. Uses plain English and avoids using jargon. Tailors both verbal and written communication to the needs of the customer in an empathic manner.	1, 2
4.	Is adaptable and flexible – responds to each customer as an individual and works with others to ensure the customers’ needs are met. Where necessary is prepared to go beyond their job description as needed. Finds ways of delivering a solution if at all possible – if it can be done, does it, if it cannot be done, ensures that the customer understands why, and what might be possible alternative courses of	1, 2



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