



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Building Control Surveyor	Grade: PO3 – PO6
Section: Building Control	Directorate: Environment and Community Services
Responsible to following manager: Building Control Team Manager	Responsible for following staff: Building Control Surveyors
Post Number/s:	Last review date: April 2016

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

The primary aim of the Building Control Service is to deliver high quality, robust and transparent services to ensure the Building Control service is recognised as delivering an excellent service for all our customers.

The Senior Building Control Surveyor will act as a professional specialist/expert at principal level providing definitive professional advice for the Council, creating and applying best practice and delivering successful outcomes.



Specific Duties and Responsibilities:

1. Responsible to a Building Control Team Manager for delivering effective and pro-active Building Control functions.
2. Responsible for ensuring compliance with the Building Regulations for a range of varying types of building work, and for keeping up with and abreast of trends, new legislation and professional and/or technical developments across the range of all building types and techniques, including more complex structures.
3. To examine and pass, reject or pass conditionally plans deposited under the provisions of the Building Regulations and allied legislation.
4. To inspect buildings, extensions, material alterations, material changes of use to premises and the installation of controlled fittings and services – all in accordance with the Council’s Building Control Policy, including the keeping of full and accurate records.
5. To prepare reports and the writing of letters.
6. To keep up-to-date with (a) current practice and materials, and (b) all legislation, Orders, Circulars and advice concerning the Council’s obligations under the Building Act 1984 and other legislation relating to the Building Regulations. To give advice relating to the work of the Section to other departments and members of the public.
7. To deal with initial notices, plans certificates and final certificates from Approved Inspectors and recommending the appropriate decision.
8. To deal with notices of intended demolition under the provisions of the Building Act 1984. Preparing the Council’s counter notice and inspecting work in progress to ensure compliance with terms of the Notice. Co-ordinating the response of other Council departments to intended demolitions in accordance with Delegated Powers.
9. Gives professional advice and guidance to builders, developers, architects and householders on all types of building work often on site and in difficult circumstances.
10. Liaises with other Council departments and services and gives advice and direction as required.
11. Instigates enforcement and/or regularisation action and paperwork and sees the work through to a satisfactory completion. Preparation of evidence and appearance at inquiries and Court.



12. Prepares reports and consents related to fire safety aspects of the service.
13. To supervise the work of Technical Support Officers dealing with fees, and assess the relevant fees for plan examination and site inspection purposes with respect to a range of Building Control work.
14. Liaises with other Council departments and services and gives advice and direction as required at middle and senior management level.
15. Take emergency action in connection with dangerous structures reported to the Council under the provisions of the London Building Acts (Amendment Act) 1939, including appointment of external contractors which can be outside normal hours. Where there is a requirement by the SSA to fulfil statutory obligations, there will be a requirement to work outside “normal working hours”.
16. Inspect complex temporary structures to determine suitability or otherwise for retention for a further period (Wandsworth specific).

Progression criteria to grade PO4

17. Monitors fee income and ensures that the correct fee details are entered on the computer. To assess the relevant fees for plan examination and site inspection (including Building Notices) purposes, including those submissions with complex issues.
18. Responsible for the supervision of more complex cases from the workload of the group.
19. Works independently of the team leader on the most complex cases and act as a lead officer for inspection or plan checking teams.
20. Liaises with representatives of outside organisations and agencies at a senior level.
21. Considers contravention reports from Building Control Surveyors in the absence of more senior staff
22. Supervise and assist in the training of other staff.
23. Draft statements of case for use by the Head of Building Control or Building Control Team Manager in dealing with Appeals to the Department of Communities and Local Government against the Council’s refusal to relax or dispense in respect of determinations.



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Progression criteria to grade PO5

24. Acts as the lead specialist for a particular area of expertise within the Building Control regulations and functions. To be an expert practitioner with extensive experience in one of the key strand areas of Building Control services activity. In that role help train other staff and help other more junior project surveys pass judgement on highly complex points of dispute that could have long term consequences. Where appropriate, after consultation with the Team Manager, suggest changes in technical policy to the Head of Building Control on issues that can have a profound effect on applicants.
25. Provides cover in the absence of the Building Control Team Manager, including deputising in their area of expertise.
26. Provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff.
27. To advise and support managers on relevant matters affecting the service.
28. Check plans and carry out inspections on site on all types of applications, including highly complex ones, including those involving specialist fire engineering solutions with maximum impact on health and safety.
29. To be responsible for the process implementation and works associated with the reversion of works from an Approved Inspector.
30. Use initiative to balance daily workload demands of checking plans and carrying out site inspections in a designated part of the borough to achieve the Council's performance targets.
31. Co-ordinates service wide responsibilities and appropriate training for junior staff.
32. Assists Team Manager and Head of Building Control in the Safety of Sports grounds function (Richmond specific).

Progression criteria to grade PO6

33. To work independently on all types of High-Rise buildings, including those in scope associated with the building control function, as identified in current government legislation.



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Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

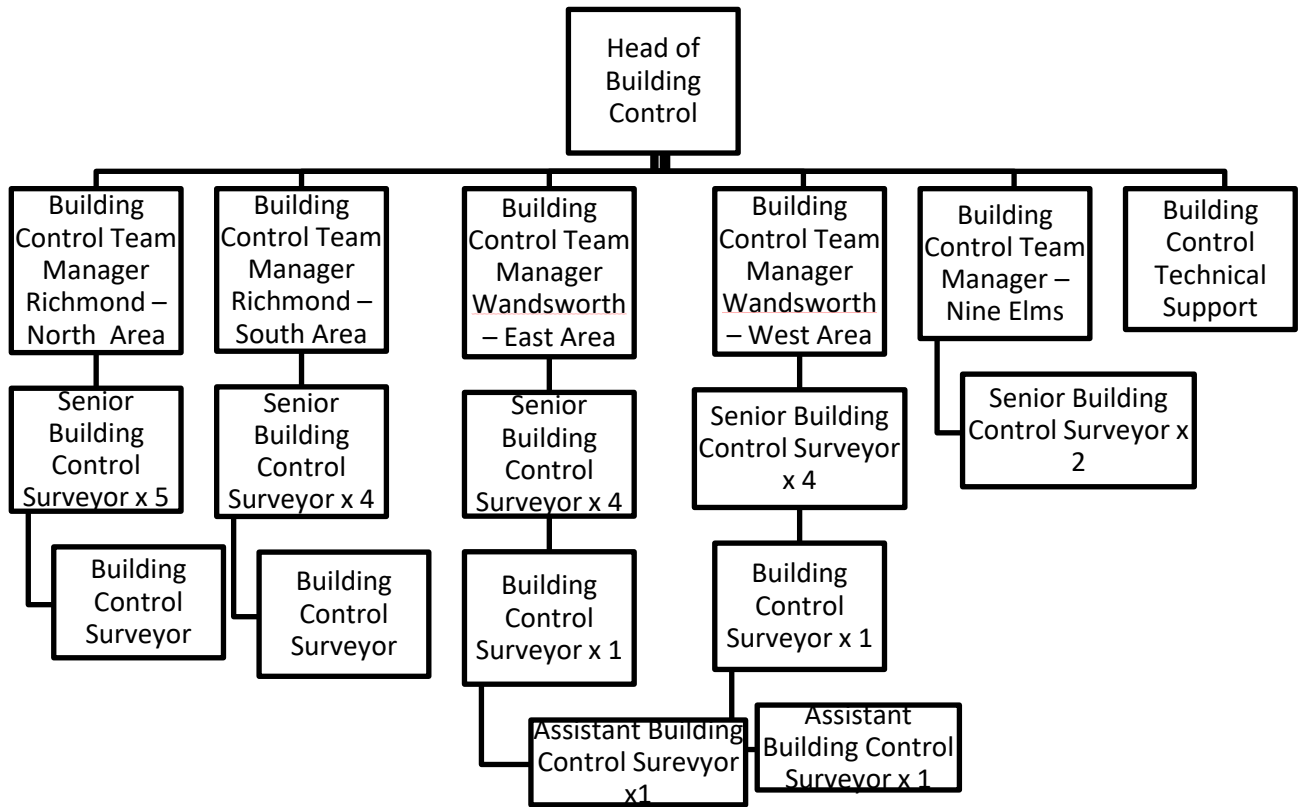
Additional Information

- To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
- To provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff.



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Current Team Structure





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Person Specification

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Post Number/s:	Last review date: April 2016

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Be fully aware of Building Control service delivery standards	I
Fully conversant with the requirements of the Building Acts, London Building Acts (Amendment Act), Building Regulations and associated legislation	A/I



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Ability to demonstrate an understanding of why Health and Safety is important in employment and service delivery	A/I
Experience	
Experienced in the assessment of reported Dangerous Structures and the direction of contractors when immediate action is required	A/I
Proven working experience in Building Control	A/I
Skills	
Able to advise other building professionals and members of the public on all aspects of the Building Regulations	I
Able to supervise junior staff within the section	I
Ability to organise and prioritise own workload, to work under pressure and meet deadlines	A/I
Ability to provide a specialist role with regard to specific aspects of the Building Control function	I
Significant experience of using standard IT packages and ability to support others in their day-to-day use	A
Good level of oral and written communication skills	I
Qualifications	
Hold a degree in Building Control Surveying or equivalent and full corporate membership of the Royal Institute of Chartered Surveyors, Institution of Structural Engineers or Chartered Institute of Building or equivalent (desirable at P03, essential at P04/5) Degree in Fire Engineering (desirable) Member if institute of Fire Engineers (desirable)	A

A – Application Form

I – Interview

T – Test

C – Certificate