



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Building Control Surveyor	Grade: SO1 – PO2
Section: Building Control	Directorate: Environment and Community Services
Responsible to following manager: Building Control Team Manager	Responsible for following staff: Junior staff as directed
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 that the Building Control section continues to be recognised as delivering an excellent service for all our customers.

The Building Control Surveyor will provide professional advice for the Council, creating and applying best practice and delivering successful outcomes.



Specific Duties and Responsibilities:

1. The processing of building regulation applications, including giving advice on their submission.
2. The inspection of site works associated with the applications submitted.
3. The enforcement of contraventions of building control legislation including rectification of contravening site works.
4. 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.
5. To examine and pass, reject or pass conditionally plans deposited under the provisions of the Building Regulations and allied legislation subject to assessment by senior staff within the section.
6. 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.
7. To give professional advice and guidance to builders and developers, architects and householders on building work, including on site.
8. To prepare reports and the writing of letters.
9. 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.
10. To deal with initial notices, plans certificates and final certificates from Approved Inspectors and recommending the appropriate decision.
11. 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.
12. Gives professional advice and guidance to builders, developers, architects and householders on all types of building work often on site and in difficult circumstances.
13. Ensures that proper records are kept and maintained including computer records.



14. Liaises with other Council departments and services and gives advice and direction as required.
15. Responsible for implementation of policy for securing compliance with the relevant Building Legislation including the preparation of Notices, documents and reports together with attendance at court on behalf of the Council as a witness.
16. Undertakes responsibility for specific areas of work on minor projects involving specialist knowledge.
17. Inspect minor temporary structures to determine suitability or otherwise for retention for a further period. Instruct administrative staff regarding the issue of renewal licences and ensure that correct renewal fee is charged (Wandsworth specific).

Progression criteria to grade SO2

18. Responsible for the supervision of works relating to more complex building projects.
19. To examine plans including commercial projects subject to assessment by Senior staff within the section.

Progression criteria to grade PO1

20. Required as necessary to manage and supervise junior officers including accompanying on site and responsible for training the officer in all aspects of Building Control with particular reference to site inspection procedures.
21. Assist senior members of staff with the approval of more complex aspects of Building Control work.
22. To deal with retrospective building regularisation submissions making recommendation about the degree of compliance with the standards set down within Building Regulations.
23. To bring to the attention of the Building Control Team Manager reports on dangerous structures, including recommendations for action.



Progression criteria to grade PO2

24. 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 those of a more complex nature.
25. Instigates enforcement and/or regularisation action and paperwork and sees the work through to a satisfactory completion under the direction of senior staff. Preparation of evidence and appearance at inquiries and Court.
26. To assist with the training of junior staff.
27. To carry out investigations into breaches of Building Control legislation, identify and make recommendations of appropriate court action.
28. Liaises with the fire authority and gives advice and direction on fire related matters including the preparation of consents and Notices.

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.

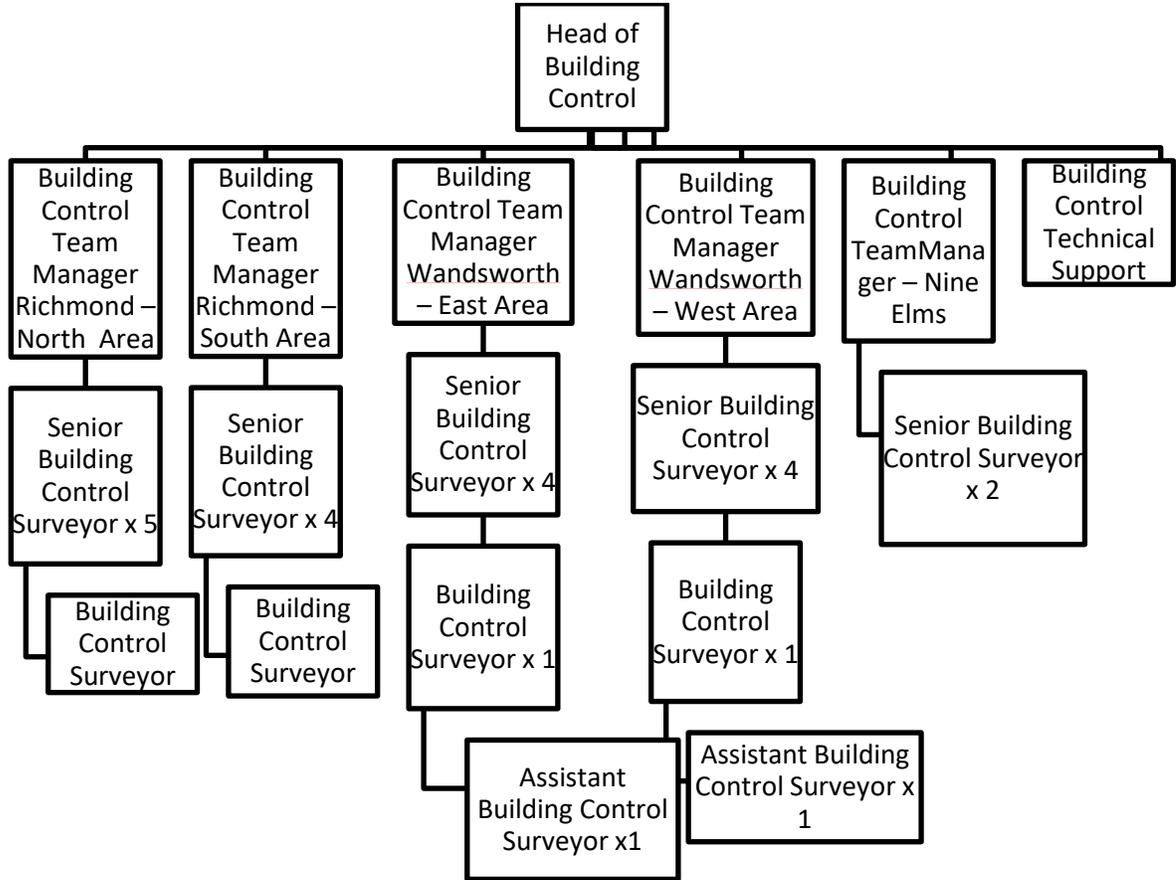


- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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.

Current Team Structure





Person Specification

Job Title: Building Control Surveyor	Grade: SO1 – PO2
Section: Building Control	Directorate: Environment and Community Services
Responsible to following manager: Building Control Team Manager	Responsible for following staff: Junior staff as directed
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	
To be aware of Building Control service delivery standards	I
To be conversant with the requirements of the Building Acts and Regulations and associated legislation	A/I
Ability to demonstrate an understanding of why Health and Safety is	A/I



important in employment and service delivery	
Experience	
Can assess a range of building regulation applications	A/I
Ability to work with minimum supervision, organising daily work programmes, including plans examination work to meet statutory deadlines	A/I
Proven working experience in Building Control	A/I
Significant experience of using standard IT packages and ability to support others in their day-to-day use	A
Skills	
Ability to communicate courteously and clearly with members of the public and an understanding of customer care	I
Can work effectively as a member of a team, co-operating with other team members	I
An understanding of current technical issues affecting the statutory control of building works	A/I
Qualifications	
Hold a degree in Building Control Surveying or equivalent and working towards full corporate membership of the Royal Institute of Chartered Surveyors, Institution of Structural Engineers, Chartered Institute of Building or equivalent	A

A – Application form

I – Interview

T – Test

C – Certificate