

Job Description



Post Title: Building Control Officer
Date: October 2019
Post Number: TBC **Grade:** I
Responsible to: Building Control Manager
Management Level: 0 - the post has no line management responsibilities.

Job Purpose:

Responsible for ensuring that building work within the District is in compliance with the Building Act, the Building Regulations, associated legislation and the Council's Policies.

Main objectives of the service:

To ensure Health, Safety and Welfare of people in and around buildings throughout the District by the application of the Building Act 1984 and the Building Regulations.

Resources:

Staff: This post has no line management responsibility.

Finance: This post has direct responsibility for financial resources with regard to expenditure for commissioning work to make dangerous buildings safe.

Physical: This post has direct responsibility for design and adaption of Land and Buildings.

Main responsibilities of the post:

- a) Carries out site inspections and ensures that Building Regulations are complied with and that building work is being carried out in accordance with the approved plans.
- b) Records the result of site inspections on the FastControl database to ensure accurate records are maintained.
- c) Instigates enforcement action if work on site is in breach of the requirements. Liaises with the parties involved in the contravention of the regulations and/or conditions attached to the application. Attends Court proceedings as required.
- d) Checks submitted applications for compliance with the requirements of the Building Regulations and associated legislation.
- e) Considers and, where appropriate, approves amendments to original plans as work proceeds, ensuring these comply with Building Regulations and that the plans are amended accordingly.

- f) Ensures that the correct charges under Building Regulations are paid and recorded, giving advice as necessary.
- g) Liaises with the Fire and Rescue Service on non-domestic applications.
- h) Provides Building Regulations advice to applicants, agents and other professionals either on site, on the phone or in the office.
- i) Responsible for ensuring that dangerous structures are made safe and taking action accordingly.
- j) Responsible for ensuring demolition works are carried out in accordance with safe working practices and risk assessments.
- k) Prepares proof of evidence as a professional witness and attends Court as required.
- l) Constantly reviews trade literature, government legislation and circulars, technical papers, etc to maintain up-to-date knowledge of the materials and standards prevailing.
- m) The post holder will actively ensure that the Council meets current and emerging requirements of Equality Legislation and promote equality and eliminate discrimination when applying processes relating to all services, facilities and staffing matters.
- n) It is the duty of every post holder while at work to take reasonable care for the health and safety of him/herself or any other person who may be affected by his/her acts or omissions at work. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. The post holder should also co-operate with the employer so as is necessary to ensure statutory provisions are complied with.
- o) Every post holder has a general duty to have regard to the need to safeguard and promote the welfare of children. This post does not have specific safeguarding duties.
- p) Every post holder has a general duty to ensure that data used is accurately recorded and collected and should be aware of data protection requirements. This post holder is responsible for maintaining FastControl and other Building Control data.
- q) The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Transport Requirements:

The work involves the need to visit building sites throughout the District on a regular and routine basis. The post currently is designated as an Essential Car User post. The car status of any post is reviewed periodically (generally every 3 years).

Working Patterns:

The work is usually carried out during normal office hours, however occasionally post holders may be required to attend dangerous structures or meetings out of normal office hours.



Working Conditions:

The work is office and site based, the ratio of office to site work varies constantly dependant on the amount of building work on-going. There is a requirement to attend site in all weather conditions, site conditions can be challenging with noise, dust, mud, machinery and uneven ground.

Political Restrictions:

This post is not deemed to be a politically restricted post.

Criminal Records Check:

This post is not subject to a criminal records check in accordance with the Council's Employment Screening procedure.

Person Specification

	Essential (E) and Desirable (D) qualities required	Evidence
<p>Job Knowledge and Qualifications</p> <p>Practical knowledge and or Qualifications</p>	<p>Higher National Certificate (or equivalent) in Building (E).</p> <p>Eligible for Associate membership if the Chartered Association of Building Engineers or Royal Institute of Chartered Surveyors (D).</p> <p>Working knowledge of the Building Regulations, building construction and surveying (D).</p>	<p>A</p> <p>A</p> <p>I</p>
<p>Experience</p>	<p>Previous experience as a Building Control Officer or a site based background with extensive knowledge of construction (E).</p>	<p>A + I</p>
<p>Skills and Competencies</p> <p>Level and type of communication and contact with others.</p> <p>The level of advice and discretion used.</p> <p>Extent to which procedures, legislation affects advice and decision.</p>	<p>Ability to communicate technical information across a broad range of people both verbally and in writing (E).</p> <p>The ability and willingness to work with others to achieve the overall aims of the team (E).</p> <p>Self-motivated and able to work under pressure (E).</p> <p>IT literate with a working knowledge of Microsoft Office (E).</p> <p>Ability to use and apply technical knowledge and apply a lateral and methodical thought process to assess issues, evaluate and resolve problems (E).</p> <p>Maintain professionalism through self-development, keeping up to date with new initiatives and construction methods (E).</p> <p>Ability to travel independently around the District (E).</p>	<p>A + I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>

	Essential (E) and Desirable (D) qualities required	Evidence
<p>Physical, Mental and Emotional Demands</p> <p>Working environment</p>	<p>There is a need to be able to climb ladders, lift heavy objects and gain entry to and egress from confined spaces in order to inspect the work.</p> <p>The role involves the assessment of submitted plans for compliance this involves long periods of mental concentration, and also dealing with frequent interruptions and conflicting demands.</p> <p>The role involves the enforcement of the Regulations and can involve having work opened up for inspection or taken down and rebuilt. This can involve contact with people which through their circumstances or behaviour occasionally place significant emotional demands on the job holder.</p>	
<p>The Council will consider reasonable adjustments to accommodate applicants with disabilities and/or communication difficulties for interview and employment.</p>		
<p>Other</p>	<p>Applications for flexible working such as job share or part time working will be considered subject to negotiation.</p> <p>No Officer shall undertake any private work or outside engagements which may have any relation to a function of the Council.</p> <p>Officers on Spinal Column Point 29 (Grade H) and above shall devote their whole time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.</p>	

Evidence Key

A = Application Form I = Interview E = Exercise