

# Job Description

## Building Control Surveyor

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Department	Place Development
Reports to	Planning and Building Control Manager
Hours of Work	37 hours per week, Flexi policy applies
Grade	J

### Job Purpose:

- To enable and control all new building work through a consistent and public facing approach to achieve national standards of health, safety, welfare and convenience of people in and around buildings, facilitate energy efficiency and provide fair access for al.
- Building regulations are about making sure all buildings are habitable, safe, dry and warm.
- Internally it is agreed the sole focus is to be given to a single key objective which is '**To secure a greater market share of the building regulation work, carry out additional income generating functions and hence reduce the general fund contribution to the lowest possible level**'.

### Main Duties and Responsibilities

- Checking, deciding and responding to applications for compliance with the building regulations and associated legislation in accordance with internal procedures utilising the building control 'hub'.
- Carrying out site inspections and other associated duties as designated including authorising the billing of schemes following a commencement inspection, out of hours' inspections and the checking of specific Planning issues on site.
- To carry out enforcement of the building regulations and presenting evidence supporting the Council's case at hearings and inquiries and act as an expert witness. To participate in the building control hub where accurate advice is given on issues such as quotations and exempt work and ensuring high quality standards and consistency in the provision of professional advice at all times including achieving and exceeding corporate performance standards/targets and initiate, maintain and improve the quality systems.
- Development of skills and knowledge of 'Trainee' Surveyors through advice, mentoring and coaching.
- Maintain and develop skills and expertise with qualifications and continual professional development.
- Ensure the Council is protected in accordance with the Design, Construction and Management Regulations and the Party Wall etc. At 1996
- Actively engaging with agents, builders and customers in order to secure the highest market share.
- Be responsible for and to understand the business and marketing opportunities in order to increase income and to participate in the marketing the Building Control Service and be aware of the Building Control marketing policy and be capable of implementing in the day to day activities. To undertake a robust training programme in order to facilitate additional income from the LABC Warranty Scheme
- To carry out inspections for dangerous structures (including out of hours inspections) and documenting the record of activity including preparing for and attending a Court as an expert witness.
- To carry out inspections, including out of hours inspections and provide advice regarding the safety of sports grounds and public events
- Being part of a team responding quickly to, and resolving, dangerous structures and buildings on a twenty-four hour basis.
- To conduct all duties with regard to the Council's employment standards, procedures and practices including, for example, Health and Safety and Risk Management and to carry out such functions as may be required from time to time to ensure the efficient performance of the department. Any such changes in the function to be subject of consultation with the postholder and reasonable with regard to the postholder's current duties, grade, designation, qualifications including out of hours inspections.

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### Corporate Responsibilities

- To work with diverse communities and people to support their access for involvement and to services.
- To promote equality of opportunity.
- To be clear about performance targets and actively contribute to their achievement.
- To take responsibility for own personal development.
- Embrace and promote the Council's priorities.
- Adopt the values and behaviours of the behavioural framework
- Demonstrate commitment and support for safeguarding and promoting the welfare of children, young people and vulnerable adults.

### Health and Safety

- To acquaint themselves with the Council's Health and Safety Policy and to ensure that it is practiced at all times.
- To ensure any equipment, device or clothing provided by the Council intended to safeguard employees against risk of injury or ill health is kept in such a manner as to ensure its effectiveness.
- To report all accidents, dangerous occurrences and near misses to the person who is immediately senior to them or to the person to whom they normally report.
- To co-operate with the Council in meeting its statutory obligations with regard to Health and Safety at Work Legislation.

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### Person Specification

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<b>Reports to</b>	<b>Planning and Building Control Manager</b>
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<b>Grade</b>	<b>J</b>

<b>Strength</b>	<b>In this role it is important that an employee</b>
<p><b>Allerdale Ambassador</b> Promoting, protecting and building our great reputation. Positive mind-set about working at Allerdale. Securing sustainable success.</p>	<p>Demonstrates passion and pride. Positive attitude takes personal responsibility for all council. Actively promotes and acts on feedback. Promotes Allerdale. Challenges others.</p>
<p><b>Personal Responsibility</b> Taking ownership and accountability. Delivering on promises. Ensuring high quality, flexible and versatile services that do the right thing first time.</p>	<p>Gets it right first time. Takes responsibility for delivery. Focused approach. Uses the vision to inform daily activity and delivery of role. Develops self and others Owns mistakes and issues. Seeks solution involving team/others Communicates well. Communicates a compelling vision. Is transparent and honest. Works collaboratively.</p>
<p><b>Thinking Differently / Innovation</b> Working creatively, thinking ahead and driving change. Providing a positive challenge.</p>	<p>Open minded, positive and receptive to change. Challenges own thinking. Identifies new opportunities. Makes change happen. Has the confidence to question.</p>
<p><b>Valuing Colleagues</b> Working collaboratively with all colleagues, sharing best practice and knowledge.</p>	<p>Shows appreciation. Friendly, approachable, considerate and enthusiastic. Creates a positive and inclusive work environment. Builds trust. Considers behaviour and impact. Role model of collaborative and respectful working. Celebrates success.</p>
<p><b>Business Minded</b> Using insight, information and experience to understand our business and drive sustainable and competitive services through effective performance management</p>	<p>Has interest and knowledge about Allerdale. Delivers on time to agreed targets. Accurate and efficient. Understands bigger picture.</p>
<p><b>Professional Expertise and Knowledge</b> Providing expertise to drive and consultation and capability to ensure sustainability.</p>	<p>Maintains professional knowledge as required. Approachable and accessible. Provides meaningful guidance. Provides opportunities for others CPD. Is proactive in assessing any CPD gaps. Acts as mentor and champion.</p>
<p><b>Resilience and Challenge</b> Maintaining and building rapport, being calm when faced with challenge.</p>	<p>Confident in applying processes and procedures. Knows when to use conviction. Positively accepts criticism and challenge. Challenges colleagues assertively face to face. Is optimistic during uncertainty. Actively seeks feedback and challenge.</p>
<p><b>Process Management</b> Building credibility and trust to reach the right robust decision.</p>	<p>Accurate and consistent in applying processes. Works at appropriate pace. Has attention to detail. Deals positively with conflicting priorities. Builds credibility and trust in the service through consistent and accurate information. Challenges and removes processes that don't work.</p>
<p><b>Leading People</b> Being a role model and leading by example. Engaging and motivating colleagues through visible, collaborative leadership.</p>	<p>Firm, fair and consistent. Decisive and confident. Communicates effectively. Builds engagement. Deals with poor performance. Encourages others. Self-aware. Delegates effectively. Recognises strengths of others. Drives and manages performance. Honest, confident and constructive communicator.</p>

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<b>Customer Understanding</b> Going the extra mile, understanding customer needs and building a genuine relationship	Approachable, calm and shows genuine care and empathy. Actively listens. Takes responsibility. Adapts behaviour and language to the situation. Engages well with customers at all levels. Inquisitive about customer needs. Continuously reviews service. Helps team prioritise.
<b>Partnership and Stakeholder Management</b> Building and maintaining sustainable relationships. Influencing and negotiating to add value.	Invests building relationships with partners. Understands community leadership role. Responsible and accessible. Accurately interprets partner's needs. Effectively defines and agrees expectations. Flexible in meeting partner needs
<b>Member Engagement and Management</b> Appreciates and understands the role of Members. Understanding differing needs and agendas.	Appreciates and understands the role of Members and the process. Understands the link between policy and service delivery. Manages members expectations
<b>Verbal Reasoning Ability</b>	Competent at using and understanding written information
<b>Numerical Reasoning Ability</b>	Competent at using and understanding numerical data information

Role Requirements	Essential / Desirable criteria
<b>Job Related Skills and Experience</b>	
Relevant experience working within building or construction sector with daily use of building regulations. Private and public sector would be considered.	E
Ability to plan and organise your own workload	E
Excellent knowledge and understanding of building regulations and a desire to keep knowledge up to date	E
The ability to work (very occasionally) outside of normal working hours to meet the needs of the service	E
Communicating (verbal and written skills) - Able to share information, obtain information and have dialogue with others either in person, over the telephone or in writing	E
PC Skills - Able to effectively use a PC to prepare documents, record information or input data	E
Team working – be able to work effectively within a busy team environment, be helpful and co-operative with others	E
Decision making – A willingness to take action and to make decisions in line with support plans, policies and procedures, being resourceful in the face of challenges	E
Listening - Listens to others to assess requirements in order to respond appropriately and efficiently	E
Full UK driving licence holder with ability to travel.	E
<b>Qualifications and Education</b>	
Associate member of the Royal Institute of Chartered Surveyors or Chartered Association of Building Engineers or similar	D