

# BUILDING CONTROL OFFICER



## Role Profile

<b>Title</b>	Building Control Officer	
<b>Grade</b>	GRADE H/I	
<b>Reference:</b>	<b>N665</b>	
<b>Reports to:</b>	Head of Development Management	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Professional	
<b>Primary purpose of role</b>	<p><b><u>Grade H</u></b></p> <p>Assessing the most complex and ‘high risk’ Building Regulation applications, monitoring all aspects of building work on-site during construction, attending pre-application meetings where directed and inspect unauthorised works to ensure compliance with building regulations and take out enforcement/court action where necessary</p> <p>Required to control “dangerous structures” to ensure the safety of the public and public amenity oversee statutory demolition works and acting as an expert witness in Court when directed for case work or prosecution</p> <p>Responsible for the supervision of more junior professional staff and Technical Support staff.</p> <p>Responsible for the managing of other primarily non fee earning activities as directed by the Building Control Team Manager (e.g. Safety at Sports Grounds).</p> <p>Responsible for meeting key marketing objectives as directed by the Building Control Team Manager.</p> <p><b><u>Grade I</u></b></p> <p>In addition:</p> <p>Deputise for the Building Control Manager either when the Manager is absent or for key functions of the team as directed by the Building Control Manager</p> <p>Taking a lead on ensuring Building Regulation compliance with High Risk and high rise Buildings.</p> <p>Ensure that ‘competency levels’ within the LABC national framework are achieved and maintained for high risk/rise buildings.</p> <p>Take a lead on allocation of casework and distribute accordingly to area case officers.</p>	
<b>Key accountabilities and key measures</b>	<b>Role Outcomes</b>	
	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Processing and assessing Building regulation applications and assessing compliance (40%)</li> <li>▪ Control of danger structures (10%)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Processing and assessing Building regulation applications and assessing compliance (40%)</li> <li>▪ Control of danger structures (10%)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Supervision of more junior staff (10%)</li> <li>▪ Management of non-fee earning activities (e.g. safety at Sports Grounds) (15%)</li> <li>▪ Initial notices and Competent Person Scheme (5%)</li> <li>▪ Enforcement of Building Regulation permissions (10%)</li> <li>▪ Marketing activities associated with Building Control (10%)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervision of more junior staff and project allocation to area surveyors (15%)</li> <li>▪ Management of non-fee earning activities (e.g. safety at Sports Grounds) (10%)</li> <li>▪ Enforcement of Building Regulation permissions (15%)</li> <li>▪ Marketing activities associated with Building Control (10%)</li> </ul>
	<b>Role Measures</b>	
	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Maintaining at least 80% market share of Building Control work in the city</li> <li>▪ Building Control performance in relation to other performance targets.</li> <li>▪ Ensuring safe working is maintained for all areas of work where Building Control is the responsible authority.</li> <li>▪ Keeping complaints to a minimum and avoiding any being upheld.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintaining at least 80% market share of Building Control work in the city</li> <li>▪ Building Control performance in relation to other performance targets and take a lead on doing the annual audit procedures for the ISO 14001 QA accreditation</li> <li>▪ Ensuring safe working is maintained for all areas of work where Building Control is the responsible authority.</li> <li>▪ Keeping complaints to a minimum and avoiding any being upheld.</li> </ul>
<b>Key activities</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Ensuring that the most complex Building Regulation applications are determined in an effective and customer focused way that meets the necessary safety requirements</li> <li>▪ Ensuring that other public safety requirements are met with regard to dangerous structures and safety at sports grounds</li> <li>▪ Supporting the team manager to ensure that the team is effectively marketed to achieve maximum market share of Building Control work in both Plymouth and, where appropriate, outside Plymouth.</li> <li>▪ Supervising more junior staff to ensure they meet the performance standards set for the team</li> <li>▪ Carry out other duties appropriate to the grade of the post.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensuring that the most complex and 'risk' Building Regulation applications are determined in an effective and customer focused way that meets the necessary statutory requirements and performance standards.</li> <li>▪ Ensuring that other public safety requirements are met with regard to dangerous structures and safety at sports grounds</li> <li>▪ Supporting the team manager to ensure that the team is effectively marketed to achieve maximum market share of Building Control work in both Plymouth and, where appropriate, outside Plymouth.</li> <li>▪ Supervising more junior staff to ensure they meet the performance standards set for the team. This will include undertaking annual appraisals and I to Is</li> <li>▪ To provide a specialist role in</li> </ul>

		<p>assessing Building Regulation compliance with High Risk/High rise Buildings</p> <ul style="list-style-type: none"> <li>▪ Carry out other duties appropriate to the grade of the post.</li> </ul>
<b>Essential qualifications/knowledge</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Degree or equivalent in Surveying or similar.</li> <li>▪ Membership of a relevant professional institute, such as the Royal Institute of Chartered Surveyors, or an action plan agreed with your line manager by 30 June 2019 for working towards securing this membership at the earliest opportunity.</li> <li>▪ Proven Level 5 Competency (based on LABC model)</li> <li>▪ Full UK Driving License</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent in Surveying or similar.</li> <li>▪ An appropriate level of membership of a relevant professional institute, such as the Royal Institute of Chartered Surveyors, Chartered Association of Building Engineers, Chartered Institute of Building or an action plan agreed with your line manager by 30 June 2019 for working towards securing this membership at the earliest opportunity.</li> <li>▪ Proven Level 6 Competency (based on LABC model)</li> <li>▪ Full UK Driving License</li> </ul>
<b>Desirable qualifications/knowledge</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ A suitable management qualification</li> </ul>	<ul style="list-style-type: none"> <li>▪ A suitable management qualification</li> </ul>
<b>Essential experience</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Extensive experience of Building processes including compliance, including being case officer for complex Building Regulation applications.</li> <li>▪ Substantial experience and understanding of the commercial environment within which Building Control operates and challenges this poses</li> <li>▪ Proven experience of marketing Building Control in a commercial environment</li> <li>▪ Experience of working in a multi-disciplinary environment to achieve coordinated service delivery.</li> <li>▪ Experience of undertaking extended services related to Building Control such as SAPs, fire safety assessments etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extensive experience of Building processes including compliance, including being case officer for complex Building Regulation applications.</li> <li>▪ Substantial experience and understanding of the commercial environment within which Building Control operates and challenges this poses</li> <li>▪ Proven experience of marketing Building Control in a commercial environment</li> <li>▪ Experience of working in a multi-disciplinary environment to achieve coordinated service delivery.</li> <li>▪ Experience of undertaking extended services related to Building Control such as SAPs, fire safety assessments etc</li> <li>▪ Experience of assessing Building Regulation applications for High</li> </ul>

		<p>Risk/ Rise Buildings</p> <ul style="list-style-type: none"> <li>▪ Experience of supervising staff and allocation of casework to area surveyors</li> <li>▪ Experience of working with the 'Green Guide', associated documents and standards for assessing safety standards for regulated sports grounds, regulated stands and to issue 'special safety certificates' for uses beyond sports stadia use (i.e. music concerts)</li> </ul>
<b>Desirable experience</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Experience of supervising staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practical experience of preparing Safety Certificates for regulated sports grounds</li> </ul>
<b>Essential skills</b>	<b>Grade H</b>	<b>Grade I</b>
	<ul style="list-style-type: none"> <li>▪ Customer care skills to deliver an excellent service to customers.</li> <li>▪ Key supervisory competencies including people management and performance standards</li> <li>▪ Analytical and decision-making skills and an innovative and creative approach to problem-solving including the identity of alternatives to current thinking.</li> <li>▪ Demonstrable skills in learning the implications of a continually changing legislative and national policy framework and from national best practice.</li> <li>▪ Proven skills to identify the benefits of the inter working relationships between Planning and Building Control</li> <li>▪ Proven ability to understand the role of marketing Building Control to a range of clients and demonstrable results in bring forward business opportunities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Customer care skills to deliver an excellent service to customers.</li> <li>▪ Key supervisory competencies including people management and ISO 14001 Quality Assurance performance standards</li> <li>▪ Analytical and decision-making skills and an innovative and creative approach to problem solving including the identity of alternatives to current thinking.</li> <li>▪ Demonstrable skills in learning the implications of a continually changing legislative and national policy framework and from national best practice.</li> <li>▪ Proven skills to identify the benefits of the inter working relationships between Planning and Building Control</li> <li>▪ Proven ability to understand the role of marketing Building Control to a range of clients and demonstrable results in bring forward business opportunities</li> <li>▪ Political sensitivity and awareness including experience of working closely with, and providing advice to elected members and senior management on a formal and informal basis.</li> </ul>

**Corporate standards**

- In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.
- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.