

Job Description

Job title	Managing Surveyor
Registration	Registered Building Inspector (Class 2 F)
Directorate	PLACE: Regeneration, Culture & Environment
Team	STG Building Control Partnership
Grade	Range 7
Reports to	Director

Main purpose of the job:

To undertake technical assessment/activities (on Class 2 A-F buildings) and make decisions on those assessments, using skill, knowledge, experience and behaviour that would be gained through qualification and practical experience, to assist in the prompt and efficient implementation of all aspects of the building control function within the STG area, which is, carried out in accordance with the Building Safety Act 2022, the Building Act 1984, the Building Regulations 2010 (as amended) and other allied legislation. Having due regard to the provision of the Health & Safety At Work Act 1974 and in accordance with any instruction from senior members of staff under the Act or any partnership/employing authority Policies or Procedures.

Accountabilities and outcomes:

- Registered with the Building Safety Regulator (BSR) to ensure they can undertake restricted activities or advise on restricted functions in the appropriate registration class.
- Operate with the necessary skills, knowledge, experience, and behaviours required to performing the role as a building inspector registered with the BSR against the Building Inspector Competence Framework (BICoF).
- Maintain registration with the BSR through continued professional development (CPD) and assessment.
- To assist the Director in the effective management of the team, by ensuring that all services are undertaken on a day-to-day basis to statutory requirements within the relevant time scales and provide support, technical guidance, training, and motivation to staff of the building control team.

- To allocate and review the work of the team to ensure consistency, quality and performance of the service and compliance with appropriate legislative standards and assist in the recruitment, selection and discipline of members of the team.
- To examine all types of applications to ensure that they comply with the Building Regulations and associated legislation in order that appropriate decisions can be issued within statutory time limits.
- To inspect and assess work in progress on site to ensure compliance with the Building Regulations and associated legislation that satisfy the health and safety of the buildings users and provides suitable levels of access for disabled groups and provide adequate levels of energy conservation.
- To provide professional advice, carry out inspections and implement procedures under Sections 76, 77, 78, 79, 80 and 81 of the Building Act dealing with defective premises, dangerous structures, and dilapidated buildings. To enforce the Building Act 1984 (under Section 91) and the Building Regulations made there-under by taking the appropriate action against the unauthorised structures not complying with the Building Regulations under Section 35 and 36 of the Building Act 1984.
- To ensure sufficient and appropriate information is retained that adequate records all actions of the building control service that may be used to assist in the enforcement action or in the event of a third-party liability claim. This includes collection of evidence and attending court.
- To be responsible for examining major projects and assisting the design/construction team to achieve compliance with the Building Regulations and associated legislation within the relevant timescales that meet the objectives of the proposal.
- To ensure sufficient and appropriate information is retained that adequate records all actions to enable the effective delivery of the building control functions and support the collection of data under the HSE Operational Standards Rules monitoring arrangements.
- To work with the Director providing high level support/assistance including work planning, management, and decision-making processes within the building control service to ensure delivery of high quality, cost effective, customer focused services and to ensure the partnership objectives are achieved.
- Contribute to the formulation of policy on building control matters and ensuring consistent interpretation of legislation and regulations by all member of the partnership including new information concerning materials, method of construction and building techniques and to assist in the delivery of the consultancy services and be a key advocate of our services, gaining and retaining customers.

- To actively participate in the supervision, training and mentoring of surveyors including site supervision, and contribute to their personal development as they gain more experience and responsibility.
- To carry out appraisals and regular 1 2 1's to support surveyors, mentor guide and take responsibility for the ongoing development of less experienced surveyors and monitor individual performance and attendance and instigate any action under formal council procedures as and when required.
- To participate in the out of hours dangerous structures call out service as required.
- To undertake any task required to ensure adherence to the building control services quality management system is maintained in accordance with National ISO Accreditation.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Director.

The post holder will be required to line manage others and carry out appraisals and regular 1 2 1's.



The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

The post holder will be required to work anywhere within the STG area.

Working Style:

Hybrid working – a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

The post holder may be based at home and travel to other sites within the Partnership as and when required as part of their duties.

Person Specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- Fully qualified surveyor to Member level, RICS, ABEng or equivalent level of qualification.
- To have class 2 category F* (no supervision) or equivalent under the BSR building control professionals registration.
- To have class 3 category G* (supervision as appropriate) or equivalent under the BSR building control professionals registration.

Level B (in addition)

- Minimum of 7 years post qualification experience in Building Control.
- Substantial management experience.
- Safety in Sports Grounds (or equivalent).

Level C (in addition)

- Class 3 category G* (no supervision).

(* class and scope or registration as defined from floor heights in ADB)

Knowledge

Level A

- Excellent working knowledge of building regulations and associated legislation, including finding innovative solutions to challenging proposals.
- Excellent knowledge of Quality Assurance and KPIs.

Level B (in addition)

- Excellent working knowledge of enforcement and the associated legislation.

Level C (in addition)

- Excellent understanding of legislation and preparing and serving of notices where contraventions are found.
 - Excellent advanced theoretical, practical, and procedural knowledge across current building control legislation as a specialist area or an equivalent level of organisation, procedural and policy knowledge.
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Experience

Level A

- Substantial building control experience with working knowledge of building regulations and legislation
- Demonstrable experience of providing specialist information, advice and guidance on internal policies and procedures relating to finance and interpretation of these in relation to specific circumstances.
- Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.

Level B (in addition)

- Demonstrable experience to work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.
- Demonstrable ability to deal with significant levels of work-related pressure, for example from deadlines, interruptions, or conflicting demands.

Level C (in addition)

- Demonstrable ability to analyse and interpret varied and complex information and develop strategies and solutions for the medium and long term.
- Demonstrable ability to use transferable skills to the delivery of the consultancy services.
- Demonstrable ability in the handling and resolution of complex complaints.

Skills

Level A

- Full driving license valid for use in the UK and access to own transport for work purposes.
- Exceptional verbal and written skills to communicate effectively with a wide range of individuals and groups, including the ability to explain complex matters logically and coherently. Including the ability to present evidence in court, chair meetings and write reports.
- Ability to use own initiative as well as be part of a team using discretion and initiative over a broad area of activity with little access to senior managers.
- Proficient in the use of Microsoft Word, Excel, and Outlook with developmental skills to analyse and interpret varied and complex information and produce solutions and strategies over the long term.

Level B (in addition)

- Excellent interpersonal skills. To be able to resolve difficult and sometimes confrontational situations and impose requirements on unreceptive customers without access to more senior officers.
- Ability to remain calm and think clearly under pressure, dealing with several highly complex tasks during a period of time.
- Understanding the process of team working and the part they play in ensuring objectives are met.
- Ability to demonstrate a wide understanding of customer needs and being able to manage their expectations.

Level C (in addition)

- Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.
- Substantial experience of supervising, co-ordinating or training other employees where required.

Behaviours

Level A

- Commitment to developing knowledge and skills through continuing professional development.
- Acting with integrity, respect and in compliance with the Code of Conduct.
- Making effective decisions.
- Leadership and seeing the bigger picture.
- Working as an individual and as part of a team.
- Ethical and inclusive behaviours.