

Job Description

Job title	Building Control Surveyor
Registration	Registered Building Inspector (Class 2 A-C)
Directorate	PLACE: Regeneration, Culture and Environment
Team	STG Building Control Partnership
Grade	Range 5
Reports to	Managing Surveyor

Main purpose of the job:

To undertake technical assessments/activities (on Class 2 A-C buildings) and make decisions on those assessments, using skill, knowledge, experience and behaviour that would be gained through qualification and practical experience, to effectively deliver 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:

- Based on validated and registered competence, without direct supervision, manage a portfolio of Class 2A-C development sites (including new applications, regularisations and reversion applications) and maintain proper records, for plan appraisals and site inspections, the evaluation of work/remedial action, working within a framework for inspections of Class 2A – Class 2C buildings – being within the limits of the post holder’s competence.
- Under supervision, manage a caseload of Class 2B – Class 2F projects (including new applications, regularisation and reversion applications) and maintain proper records, for plan appraisals and site inspections. Respond to dangerous structures and undertake ‘out of hours’ work in accordance with a team rota. Carry out remedial/enforcement action as required under the direction / supervision of a Class 2A – 2F or 2A – 3H Registered Building Inspector, where appropriate.

- Within the limits of competence provide accurate information, advice and professional support to businesses and/or individuals, in accordance with the inspection framework or through 'spot checks' and ensure appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from another Class 2A -2F or 2A – 3H Registered Building Inspector.
- Either inside the band of competence, or outside of it but under supervision, investigate matters, including complaints from elected members and the public, the control of demolition, dangerous structures, contraventions and unauthorised works and initiate and assist with enforcement action, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council's obligations under the Building Act 1984 and be available to partake in the "Out of Hours" rota. The post holder will support with arranging for files of evidence to be deposited with the council's solicitors and where necessary attend magistrates court as the Council's expert witness in associated enforcement cases. All actions, taken whilst compiling reports on continuing work and decisions taken for the health, safety and welfare of the wider community will be notified to the management team.
- Operate with the necessary skills, knowledge, experience, and behaviours required to performing the role as a Registered Building Inspector (RBI) with the BSR against the Building Inspector Competence Framework (BICoF).
- Maintain registration with the BSR through continued professional development (CPD) and assessment.
- 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 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.
- 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 undertake any task required to ensure adherence to the building control services quality management system is maintained in accordance with National ISO Accreditation.

Limits of Competence:

To undertake restricted activities under supervision or unsupervised functions and/or activities that are within the limits of their competence (Class 2A – Class 2C). Undertaking functions/activities on buildings etc. that are beyond the limits of competence (Class 2D– 3H) must be under the supervision of a suitably competent Registered Building Inspectors unless the nature of the work being assessed/inspected is the same as the type of work they would usually carry out within the limits of their validated and registered competence.

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 Managing Surveyor.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

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 with travel to other sites within the Partnership area as and when required as part of their duties



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Person Specification

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

Qualifications

Level A

- HNC/HND with demonstrable skills in building control
- Career change with construction experience or with no construction experience but other transferable skills
- Class 1 Registered Building Inspector registration
- Level 4 LABC competency (or equivalent)
- Working towards Class 2 A-C Registered Building Inspector registration

Level B (in addition)

- Degree in Building Control or substantial relevant experience
- Class 2 A Registered Building Inspector
- Working towards Class 2 B-C Registered Building Inspector

Level C (in addition)

- Membership or Associated Membership of Royal Institution of Chartered Surveyors or Chartered Association of Building Engineers or equivalent
- Minimum of 2 years post qualification experience in Building Control
- Class 2 B – C Registered Building Inspector
- Working towards Class 2 D

Knowledge

Level A

- Good working knowledge of building regulations, associated legislation and professional codes of practice for Building Control Operational Standard Rules set by the Building Safety Regulator and legislation under the Health & Safety at Work Act 1974.
- Good knowledge of the construction industry, methods, techniques and materials.
- Good Knowledge of Quality Assurance and KPIs.

Level B (in addition)

- Good working knowledge of enforcement and the associated legislation.

Level C (in addition)

- Good understanding of legislation and preparing and serving of notices where contraventions are found
- Good understanding of building pathology
- Good understanding of professional responsibilities and liabilities under the Building Safety Act and secondary legislation in relation to this role.

Experience

Level A

- Significant building control experience with working knowledge of building regulations and legislation
- Demonstrable experience of providing general 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)

- Significant experience in Building Control, managing a caseload of Class 2A buildings (including new applications, regularisations and when necessary reversions).
- Demonstrable ability to deal with high levels of work-related pressure, for example from deadlines, interruptions, or conflicting demands.

Level C (in addition)

- Substantial experience in Building Control, managing a caseload of Class 2A-2C buildings (including new applications, regularisations and when necessary revisions).
- Demonstrable ability to use transferable skills to the delivery of the consultancy services.

Skills

Level A

- Full driving license valid for use in the UK and access to own transport for work purposes.
- Authorised by the Building Safety Regulator to act as a Class 2A-2C Registered Building Inspector, with proven skills and competency to work either:



- without supervision on Class 2A-2C projects or
 - under supervision on Class 2D – 2F, Class 3G – 3H buildings.
- Ability to use own initiative as well as be part of a team responding independently to unanticipated problems and situations.
- Ability to develop effective relationships with members of the public, professional agents, elected members, government officials and colleagues using advisory, guiding, or negotiating skills in order to encourage others to adopt a particular course of action.

Level B (in addition)

- As a Class 2 A-C RBI you will be expected to demonstrate sufficient knowledge and understanding of the management, delivery and technical competencies described in the Building Inspector Competence Framework (BICoF), as they relate to Class 2 A-C buildings and your role.
- Proficient in the use of Microsoft Word, Excel, and Outlook where speed and accuracy are required.
- Ability to remain calm and think clearly under pressure, dealing with several tasks during a period of time.
- Understanding the process of team working and the part they play in ensuring objectives are met.

Level C (in addition)

- Ability to demonstrate a vast understanding of customer needs and being able to manage their expectations.
- Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.
- Demonstrable experience of supervising, co-ordinating or training other employees where required.

Behaviours

Level A

- Work appropriately within the academic and workplace environments following policies and procedures as both individual and team player.
- Commitment to selected programme or relevant academic and/or vocational activities.
- Commitment to compliance with building inspector Code of Conduct.
- Ethical and inclusive behaviours.



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