

Job Description

Job title	Senior Building Control Surveyor
Registration	Registered Building Inspector (Class 2 D-F)
Directorate	PLACE: Regeneration, Culture & Environment
Team	STG Building Control Partnership
Grade	Range 6
Reports to	Managing Surveyor

Main purpose of the job:

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:

- Register 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 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 and where necessary, check the preparation of notices to pursue enforcement matters through the court.

- 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 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 and Managing Surveyors 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 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 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 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 or RICS or ABEng.
- Minimum of five years relevant experience within building control and fully qualified to Member level of RICS or ABE.
- Degree in construction-related subject or substantial relevant experience.
- Class 2 category A* (no supervision) or equivalent under the BSR building control professionals registration.

Level B (in addition)

- Class 2 categories B-C* (supervision as appropriate).
- Working towards class 2 categories D-F* (or equivalent).

Level C (in addition)

- Class 2 categories D-F* (supervision as appropriate).
- Working towards class 3 category G* (or equivalent) as appropriate.
- Minimum of 5 years post qualification experience in Building Control.

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

Knowledge

Level A

- Good working knowledge of building regulations and associated legislation, including finding innovative solutions to challenging proposals.
- Strong 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

- Significant 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.

Skills

Level A

- Full driving licence valid for use in the UK and access to own transport for work purposes.
- Ability to use own initiative as well as be part of a team making frequent decisions and exercising initiative without ready access to more senior officers.
- Proficient in the use of Microsoft Word, Excel, and Outlook where there is considerable need for precision and speed

Level B (in addition)

- Excellent interpersonal skills. To be able to resolve difficult and sometimes confrontational situations and impose requirements on unreceptive customers.
- Ability to remain calm and think clearly under pressure, dealing with several 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)

- Excellent 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.
- 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

- 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.



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