

## Job Description

Job title	Assistant Building Control Surveyor
Registration	Registered Building Inspector (Class 1)
Directorate	PLACE: Regeneration, Culture & Environment
Team	STG Building Control Partnership
Grade	Range 4
Reports to	Managing Surveyor

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### 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 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 review and minimise the danger to the public as a result of dangerous buildings or structures by assessing their condition and arranging for appropriate work to be undertaken quickly and effectively that make such structures safe.
- Provide and maintain adequate and up-to-date detailed records 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 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.

### 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.



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## 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

- Career change with construction experience or with no construction experience but other transferable skills.
- HNC Building Studies or Structures (part or fully qualified).
- Class 1 building inspector registration (or legal equivalent).
- Level 4 LABC competency (or equivalent)
- Working towards class 2 registration (or legal equivalent) under the BSR building control professionals registration

#### Level B (in addition)

- Class 2 registration (or legal equivalent) under the BSR building control professionals registration

#### Level C (in addition)

- Working towards Level 5 LABC competency (or equivalent)
- Professional Building Control qualification (RICS, CABE or equivalent).

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### Knowledge

#### Level A

- An understanding of the building regulations and how it is applied.

#### Level B (in addition)

- Some knowledge of Quality Assurance and KPIs.

#### Level C (in addition)

- A good understanding of the building regulations approved documents.

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### Experience

#### Level A

- Experience of working within a building control environment.

#### Level B (in addition)

- A minimum of two years relevant construction experience.

#### Level C (in addition)

- A good understanding of the building control function, its legislative framework, and associated regulations.

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## 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 working within recognised procedures
- Ability to develop effective relationships with members of the public, professional agents, elected members, government officials and colleagues.

### Level B (in addition)

- Proficient in the use of Microsoft Word, Excel, and Outlook.
- Ability to remain calm and think clearly under pressure, dealing with different tasks during a period of time.
- Understanding the process of team working and the part they play in ensuring objectives are met at this level

### Level C (in addition)

- Ability to demonstrate a wide 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.

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## 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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