



Job Description and Person Specification

Job Title	Assistant Building Control Surveyor (Career Grade) (Grade 6) Building Control Surveyor (Career Grade)
Department	North Yorkshire Building Control Partnership
Reporting to	Operations Manager/Development Manager
Responsible for	No direct supervisory responsibilities
Grade	Career Graded 4 to 6
Post Number	BLD135 (Grade 4), BLD137 (Grade 5), BLD130A/B (Grade 6)

Job Purpose

To assist in the effective delivery of the building control function and contribute towards the objectives of the Partnership.

Undertake training and receive instruction in all building control and administrative matters so as to become a competent practising Building Control Surveyor, ensuring that appropriate buildings meet the regulatory standards in safety, sustainability, accessibility and design.

To initiate and assist with enforcement action to ensure delivery of the Partnerships obligations under the Building Act 1984 and associated legislation, whilst working within a highly competitive market.

To ensure a strong and efficient performance culture with a focus on service excellence and customer satisfaction.

Job Context

The service provided by NYBCP covers process Building Regulation applications under the provisions of Section 91 and 92 of the Building Act 1984. Building Regulations exist to secure the health, safety, welfare and convenience of people in and about buildings, together with the conservation of fuel and power, and access and facilities for disabled people.

In addition to Building Regulations, we undertake work in relation to dangerous structures and demolition notifications across the Partnership area.

Operational Duties at Grade 4

Support the Partnership and Team Leaders by:-

Provide supported supervised assistance to:

- Inspect and check deposited plans and associated supporting information for compliance with current Building Regulations, Building Act 1984 and allied legislation, enforcing the Partnerships requirements. Preparing schedules of matters requiring attention, arranging amendments to be made as necessary and recommending approval or rejection of deposited plans
- Undertaking statutory and other site inspections in connection with Full Plans and Building Notice applications deposited with the Partnership under current Building Regulations and powers set out in the Building Act 1984, keeping all necessary records of such visits.
- Investigate and control demolition, dangerous structures, contraventions and unauthorised works to ensure compliance with the appropriate legislation and the Partnerships obligations under the Building Act 1984. The post holder will notify the Building Control management team of actions taken whilst compiling reports on continuing work.
- In instructing Fire and Rescue Service, Police, supporting agencies, public and contractors following a dangerous structure callout. Undertaking immediate and accountable decisions for the health, safety and welfare of the community, owners and contractors.
- To initiate and assist with enforcement action to ensure delivery of the Partnerships obligations under the Building Act and associated legislation.
- To liaise and/ or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach and service delivery.

Operational Duties at Grade 5

Support the Partnership and Team Leaders by:

Supervised when necessary, depending on the complexity and nature of the project:

- Inspect and check deposited plans and associated supporting information for compliance with current Building Regulations, Building Act 1984 and allied legislation, enforcing the Partnerships requirements. Preparing schedules of matters requiring attention, arranging amendments to be made as necessary and recommending approval or rejection of deposited plans
- Undertaking statutory and other site inspections in connection with Full Plans and Building Notice applications deposited with the Partnership under current Building Regulations and powers set out in the Building Act 1984, keeping all necessary records of such visits.
- Investigate and control demolition, dangerous structures, contraventions and unauthorised works to ensure compliance with the appropriate legislation and the Partnerships obligations under the Building Act 1984. The post holder will notify the Building Control management team of actions taken whilst compiling reports on continuing work.

- In instructing Fire and Rescue Service, Police, supporting agencies, public and contractors following a dangerous structure callout. Undertaking immediate and accountable decisions for the health, safety and welfare of the community, owners and contractors.
- To initiate and assist with enforcement action to ensure delivery of the Partnerships obligations under the Building Act and associated legislation.
- To liaise and/ or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach and service delivery.

Operational Duties at Grade 6

Support the Partnership and Team Leaders by:

With limited or no supervision, depending on the complexity and nature of the project:

- Inspect and check deposited plans and associated supporting information for compliance with current Building Regulations, Building Act 1984 and allied legislation, enforcing the Partnerships requirements. Preparing schedules of matters requiring attention, arranging amendments to be made as necessary and recommending approval or rejection of deposited plans
- Undertaking statutory and other site inspections in connection with Full Plans and Building Notice applications deposited with the Partnership under current Building Regulations and powers set out in the Building Act 1984, keeping all necessary records of such visits.
- Investigate and control demolition, dangerous structures, contraventions and unauthorised works to ensure compliance with the appropriate legislation and the Partnerships obligations under the Building Act 1984. The post holder will notify the Building Control management team of actions taken whilst compiling reports on continuing work.
- In instructing Fire and Rescue Service, Police, supporting agencies, public and contractors following a dangerous structure callout. Undertaking immediate and accountable decisions for the health, safety and welfare of the community, owners and contractors.
- To initiate and assist with enforcement action to ensure delivery of the Partnerships obligations under the Building Act and associated legislation.
- To liaise and/ or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach and service delivery.

General duties to all grades

- Provide technical administrative duties to support the Building Control service ensuring the correct and timely processing of Building Regulation applications in accordance with policy and statute and ensuring all necessary records are maintained and accurate in line with the Partnerships Document Management Policy.
- Provide an excellent front line customer service, dealing with enquiries at all levels promptly, efficiently and courteously whilst ensuring accuracy.

- Actively pursuing personal development of skills and knowledge necessary for effective performance in the role, for the Team, Service and the Partnership.
- Respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/or end of the day. Additionally, on occasions, out of hours working may be required by agreement.
- Providing support to all services within the Partnership as required and directed.

Creativity and Innovation

- Driving continuous improvement of services within the post holder's work area with the ability to quickly evolve and adapt to new ways of working in response to changing priorities, procedures or legislation
- Work positively and proactively with applicants and agents to identify design and other solutions to help make proposals acceptable
- Contributing to service improvements in line with the current policies and procedures.

Contacts and Relationships

- Foster and maintain productive working relationships with colleagues across the organisation
- Work closely with agents, consultees and applicants in providing a responsive and positive building control service
- Provide advice/guidance to communities and citizens

Information Management and Performance Reporting

- Understand and work to ensure key performance indicators and service targets are met
- Ensuring the maintenance of appropriate building control application records
- To respect the confidential nature of some of the work of the service

Safeguarding responsibilities.

- At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults. There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.

The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility levels of this post.

The Council is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst the job description provides a summary of the post it may need to be amended to meet changing circumstances.

Progression is not dependent solely on the attainment of qualifications and experience/competencies that can be found in job descriptions as the organisational requirements and budgetary provision available equally applies.

The appraisal system and personal development plan will be used to record employees' performance, achievements and the identification of any training and development needs. This should also be used to record whether employees are recommended or not for progression to the next grade.

Requirements of the Post

Person Specification

	Requirement	Essential or Desirable		
		Grade 4	Grade 5	Grade 6
Qualifications	<ul style="list-style-type: none"> HND/Degree level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level. 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Member of a relevant professional body such as RICS, CABE or equivalent 	Desirable	Desirable	Desirable
Knowledge	<ul style="list-style-type: none"> Demonstrate knowledge of the construction industry, methods, techniques and materials 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Strong knowledge of Building Regulations, procedures and associated Building Control functions offered by a Local Authority 	Desirable	Essential	Essential
	<ul style="list-style-type: none"> Demonstrate a good understanding of local government services and procedures 	Desirable	Desirable	Desirable
Experience	<ul style="list-style-type: none"> Experience of working within the construction industry in any of the various trades or professions 	Desirable	3 Years	4 Years
	<ul style="list-style-type: none"> Building Control Experience required to become a Grade 6 Building Control Surveyor 	N/a	N/a	4 Years
	<ul style="list-style-type: none"> Experience of providing high standards of customer service across a range of diverse activities 	Desirable	Desirable	Essential
Skills & Competencies	<ul style="list-style-type: none"> Highly effective written and oral communications skills with the ability to maintain accurate records. 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Technically competent individual who demonstrates logical 	Essential	Essential	Essential

	methods of working, shows attention to detail and provides clear professional advice			
	<ul style="list-style-type: none"> Ability to understand architects plans, compile reports and records and undertake site inspection work. 	Essential	Essential	Essential
	<ul style="list-style-type: none"> A range of good ICT skills including efficient keyboard use to produce own correspondence, email management, data input and use of relevant office programmes and software. 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Good interpersonal/ people skills, self-motivated and a productive team player. 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Ability to work on your own initiative with minimal supervision. 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Able to influence in a positive manner and support others with new ways of working to ensure business objectives are achieved. 	Desirable	Desirable	Desirable
Character	<ul style="list-style-type: none"> Energetic and driven individual that demonstrates a solid work ethic. 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Ability to work independently as well as part of a team. 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Ability to maintain good working relationships with stakeholders at all levels, representing the Partnership in an effective and professional manner. 	Essential	Essential	Essential
	<ul style="list-style-type: none"> Committed to continuous personal development. 	Essential	Essential	Essential

	<ul style="list-style-type: none"> • Confident and self-motivated with an aptitude to think laterally. 	Desirable	Desirable	Desirable
	<ul style="list-style-type: none"> • Confidence to challenge how things are done and offer solutions or alternatives in a constructive and personable way. 	Desirable	Desirable	Desirable
	<ul style="list-style-type: none"> • Commitment to the organisation's aims and values for equal opportunities 	Essential	Essential	Essential
Availability / Locality / Mobility	<ul style="list-style-type: none"> • Full driving license and own vehicle suitable for use at work 	Essential	Essential	Essential
	<ul style="list-style-type: none"> • Ability to work in various locations which will require the post holder to work on sites across rough terrain, climbing ladders and entering trenches 	Essential	Essential	Essential
	<ul style="list-style-type: none"> • Flexibility 	Essential	Essential	Essential

Reviewed and revised: June 2021

To be reviewed: June 2022