**Job Description**

**Main Purpose of Job:**

Under the direction of the Area Building Control Surveyors assist in the effective delivery of a high quality Building Control service that is self-financing for the Building Regulation element of the service.

This is a career graded post and the level of responsibility and progression will be dependant upon the demonstration of appropriate knowledge and skills – refer to Building Control career progression framework.

**Our Values**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

1. To deal with general enquiries from members of the public by telephone, letter, e-mail and in person, including those related to the submission of applications.
2. To assist with the examination of applications for compliance with Building Regulation requirements and other associated legislation with a view to preventing and solving problems.
3. To support the Buidling Control Surveyors in advising applicants/agents when applications are invalid and identifying what additional information may be required to comply with legislation and guidance.
4. Assist with the delivery of the service to ensure that the council meets their statutory obligations with regard to the Building Regulations and allied legislation including making decisions for the acceptance, approval or rejection of building regulation applications, checking straightforward structural calculations with a view to preventing and solving problems and negotiating with applicants and agents to secure modifications of submitted details to comply with legislation and guidance.
5. To assist with statutory and timely inspections of sites and buildings, with a view to preventing and solving problems and ensuring appropriate compliance. This may include all parts of the East Suffolk District and Ipswich Partnership District. The types of work are as follows:

* Band 4 – Lower level, drains, oversights, simple roof construction, garage conversions etc, based on detailed building regulation submissions, alongside further training and direct surveyor shadowing.
* Band 5 – As above, but with less consistent/detailed submissions to make judgements based on experience and qualification/knowledge, alongside further training and direct surveyor shadowing.

1. To assist with the checking of building regulation work on site against the Building Regulation fees and where necessary, to collect a fee from site.
2. To maintain and retrieve information from computerised and manual records/filing systems.
3. To carry out general administrative duties including photocopying, filing, scanning, telephone answering, message taking and preparation of mail shots.
4. To support the marketing and promotion of the services and the development of new business opportunities in a competitive market and to support continuous improvement and the further development of the service including optimising the use of ICT and remote working.
5. To help achieve the tasks and improvements contained in the Planning Services Service Plan and carry out duties in such a way as to maintain accreditation to ISO:9001:2008 Quality Management System or any subsequent updated version.
6. To participate in appraisals, one to ones, training initiatives and opportunities for Continuous Professional Development.
7. Participate in benchmarking with other authorities to assist in the development of ideas and plans to improve the service.
8. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
9. To promote and adhere to the workplace values of our organisation.

**Career Grade**

* This is a career graded post and offers the opportunity for progression subject to meeting specified progression criteria (in relation to qualifications, experience and competency).
* Progression within the grade may be accelerated or halted dependent upon the achievement of the identified levels of competence, as specified by the individual’s line manager.
* Further progression to the next grade will be dependent on performance and the achievement of the appropriate progression criteria, and will be at the discretion of the Building Control Partnerships Manager, taking into account all performance factors and the needs of the service at that time.
* An individual’s experience and achievement will be assessed as part of the My Conversation process in terms of reviewing progress made in the previous year and setting targets for the following year. If performance is not considered to be satisfactory, the Building Control Partnerships Manager may withhold progression/increments.

**Line Manager: Building Control Team Leader**

**Responsible for: NA**

**Political Restriction: NA**

Note: This is a description of the job as it is constituted at May 2022 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  |  | **Entrant level Essential or Desirable Band 4** | **Competent Essential or Desirable Band 5** |
| **Knowledge and Experience** | * Previous knowledge and experience of working in the Building trade (either from a construction related field/trade or in administrative or clerical role in a similar type of organisation). | E | E |
| * Computer literate, and able to use Microsoft Office packages. | E | E |
| * Knowledge of the Building Act 1984 and the Building Regulations, inclusive of the Approved documents. | D | E |
| * Knowledge of the East Suffolk Council District. | D | E |
| * A working knowledge of IDOX / CAPS / ACCOLADE planning modules and Document Management Systems. | D | E |
| **Skills and Abilities:** | * Ability to handle interruptions. | E | E |
| * Ability to relate effectively with customers and officers. | E | E |
| * Ability to work under pressure. | E | E |
| * Ability to work on own initiative as well as part of a team. | E | E |
| * Good communication and interpersonal skills. | E | E |
| * Good negotiation skills. | D | E |
| * Good written skills. | E | E |
| * Good telephone manner. | E | E |
| * Ability to organise & maintain accurate record / filing systems. * Able to cope with heights. * Ability to work alone and demonstrate a high level of personal organisation. | E  E  E | E  E  E |

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| **Education and Training** | * Construction/Trade Experience | E | E |
| * 4 GCSE’s (or equivalent) including English, Science & Maths at at Grades 4 -9/Grade C and above. | E | E |
| * Willingness to undertake assisted study for to achieve “intermediate/advanced construction award”. * Intermiediate/advanced construction award alongside | E  D | N/A  E |
| * Degree/HND in Construction. | N/A | D |
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| * Other constuction skills related qualification. | E | E |
| **Other Requirements** | * To promote and adhere to the workplace values of our organisations. | E | E |
| * A commitment to own development and to supporting training and development initiatives. | E | E |
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| * Sufficiently mobile and level of sight to move around building sites and climb scaffolds. | E | E |
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| * To be fit to attend sites in inclement weather conditions. | E | E |
| * Must be mobile / have access to a car to attend business meetings at other sites / locations within the district on a regular basis | E | E |
| * Commercial awareness of Public and Private sector service delivery. | E | E |
| * Understanding of Fee charging and Service cost. | D | E |