

## Grading

# Job Description and Employee Specification

<b><u>Job title:</u></b> Building Control Officer/Senior Building Control Officer	<b><u>Service area:</u></b> Environment + Public Protection
<b><u>Post number:</u></b>	<b><u>Division:</u></b> Environmental Health
<b><u>Grade:</u></b> 7/8	<b><u>Section/team:</u></b> Building Control
<b><u>Overall purpose of job:</u></b>  To assist in the operation of the Building Control service to ensure that statutory requirements are fulfilled.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<b><u>Main responsibilities:</u></b>  <b><u>Grade 7</u></b> <ul style="list-style-type: none"> <li>To be responsible for the handling of Building Regulation applications. Assessing for compliance with appropriate legislation and standards, giving guidance and assistance on methods of achieving compliance, undertaking all necessary consultations with both internal and external bodies and issuing of decisions within required time limits. This includes producing relevant correspondence.</li> <li>To Check Building Regulation applications, prepare fire plans, give guidance undertake consultation with internal and external bodies and issue decisions within time limits.</li> <li>To undertake site inspections in accordance with statutory requirements, clients' requests and service level agreements and to management any subsequent conflict of priorities that may subsequently arise.</li> <li>To undertake investigations of breaches of Building Regulations, take appropriate action in accordance with Council Policy, collate evidence, prepare reports and appear in court as necessary.</li> <li>To determine dangerous structures and take appropriate action during working hours. With agreement of the Building Control Team Leader, this can be extended to include being part of the rota system for out of hours call outs this involves the post holder receiving an agreed payment for the weeks spent on</li> </ul>	

## Grading

# Job Description and Employee Specification

call.

- To supervise the demolition of building, ensuring safety is maintained, in line with the Building Act.
- To supervise and advise junior staff, act as a mentor and ensure that adequate training in-house training and professional development on a rotational basis is achieved.
- To provide information and guidance to Councillors, officer requests, the public and other groups on Building Regulation issues and to provide reports where necessary.
- To assist in identifying and developing marketing opportunities and strategies for the section.
- To assist in developing the services IT strategy and implementing IT initiatives to maintain and improve outputs and customer care.
- To represent the section and service on internal, corporate and external issues and to deputise for a Senior Building Control Officer.

### **Grade 8**

#### **All the above, plus**

- To risk assess, determine fees, validate and check all types of Building Regulation applications, prepare fire plans, give guidance, undertake consultation with both internal and external bodies and issue decisions within time limits.
- To undertake site inspections in accordance with statutory requirements, clients' requests and service level agreements and to manage any subsequent conflict of priorities that may subsequently arise.
- To undertake investigations of breaches of Building Regulations, take appropriate action in accordance with Council policy, collate evidence, prepare reports and appear in court as necessary.
- To determine dangerous structures and take appropriate action during working hours. With agreement from the Building Control Team Leader this can be extended to include being part of the rota system for out of hours call outs. This involves the post holder receiving an agreed payment for the weeks spent on call.
- To provide information and guidance to members, officer requests, the public and other groups on Building Regulation issues and to provide reports where necessary.
- To assist in identifying and developing marketing opportunities and strategies

## Job Description and Employee Specification

for the section.

- To undertake specialist statutory or commercial activities associated with Building Control with relevant training.

### **Knowledge, skills and experience:**

#### **Both Grades**

- Experience of IT, particularly in the use of databases.
- Ability to meet deadlines and work under pressure.
- Good verbal and written communication skills.
- Ability to work as part of a team.
- Good customer care skills.
- Ability to transport oneself around the area of North Lincs
- Experience of assessing plans of domestic developments
- Experience of inspecting works on site of domestic developments under supervision
- Experience of assessing plans of all domestic developments.
- Experience of inspecting domestic works on site.
- Experience of assessing nondomestic plans
- Experience of inspecting works on site of non-domestic works
- Undertake investigations of breaches of Building Regulations
- Relevant experience in building control

#### **Grade 7**

- Level 6 and Corporate membership of CABE/CIOB or equivalent or relevant experience in Building Control
- Detailed knowledge of using the Building Act, Building Safety Act, Building Regulations and associated legislation
- Experience of PACE and undertaking enforcement action
- Experience of dealing with dangerous Structures
- Experience of dealing with Demolitions
- Able to demonstrate an ability to plan and progress work without supervision
- Detailed knowledge of Building Construction
- Knowledge of Council policies practices and procedures
- Able to prioritise and management time effectively
- Able to respond to out of hours calls

#### **Grade 8**

#### **As above plus**

- Corporate membership of CABE / RICS or equivalent or 5 years relevant experience in Building Control
- Detailed knowledge of using The Building Act, Building Safety Act, Building Regulations, and associated legislation
- Experience of risk assessing, determining fees and validating Building Regulation applications

## Grading

# Job Description and Employee Specification

### **Creativity and innovation:**

#### **Grade 7**

- Will be expected to be innovative/creative when assessing development proposals in the office and on site, working with the design team in trying to achieve cost effective workable designs that comply with building standards and legislation
- Dealing with people who might be difficult or upset, using customer care techniques and involving others where needed
- Meeting deadlines and targets, review and revise with line manager
- Dealing with Dangerous Structures.
- Working with a combination of manual and computerised records, updating where appropriate
- Problem solving on a day-to-day basis in line with available guidance
- Advising members of the public regarding Building Regulations
- Collate evidence & prepare reports for magistrate's court using own initiative
- Deciding whether Building Regulation applications should be approved, when professional judgement is required as an alternative approach has been taken
- Dealing with dangerous Structures, assess and take appropriate action.
- Responding to urgent requests and providing advice to management, architects, builders, Councillors, public etc with urgent and competing demands on time
- Responding to complaints
- Providing effective enforcement of Building Control in line with the Council's responsibilities

#### **Grade 8**

#### **All the above, plus**

- Risk assessing Building Regulation applications to determine fees and inspections needed.

### **Contacts and relationships:**

- Building Control Team Leader (Daily – seek advice)
- Colleagues in the team. (Daily – pass on and receive information)
- Applicants, agents, builders and the general public. (Daily – advising and informing)
- Staff in other teams of this and other Services. (Weekly – pass on and receive information)
- Members of the council and of Town and Parish Councils. (As and when – advise and inform)
- Statutory and Non-statutory organisations including Fire Service and other Local Authorities – (Daily in some cases)
- Solicitors and other professional bodies. (As and when – receiving and advising on information)
- Court appearances

## Grading

# Job Description and Employee Specification

### **Decision making:**

#### **Both Grades:**

- Daily - Assessing and recommending for approval, Building Regulation applications, in schedule bands noted above, within statutory and service level time periods.
- Daily - Approval of construction work through site inspection for compliance with the Building Regulations and associated legislation
- Daily - Check correspondence produced for accuracy
- Daily - Self-management and priority of own workload
- Daily - Recommend action to be taken for breaches of Building Regulations and serving of appropriate notices on a daily basis and advise client and senior Building Control Officer
- Daily - Managing and prioritising own workload on a day-to-day basis.
- Daily - The work undertaken can involve a direct and consistent impact on external organisations and the community. Decisions taken at the time could affect a significant number of people
- Daily - There is a requirement for the exercise of judgement and independent decision-making, (i.e. Building Regulation Applications falling outside the scope of approved document guidance), this consistent with the need to plan and progress series of non-routine jobs without supervision.
- Daily - There is a need for consistent demonstration of original thinking to overcome new or out of the ordinary demands (ie Marketing or Dangerous Structures.

### **Responsibility for resources:**

#### **Financial resources:**

Occasional cheques given to officers while on site to bring into office average value about £500.00.

#### **Physical resources:**

Shared with other officers, less than £1500: computer, measuring equipment, sound meter, light meter, tapes, digital camera, Ladders, Levels, etc.

### **WORK ENVIRONMENT**

## Grading

# Job Description and Employee Specification

### **Work demands:**

Work demand and fluctuation will increase as responsibility increases. The postholder will have to meet deadlines relative to plan checking and site inspection. There will be a need to prioritise workload to meet those demands in line with the section's performance indicators.

Subject to deadlines, fluctuations in workload and prioritising as the postholder is responsible for more outputs subject to the sections performance criteria and ISO requirements.

### **Physical demands:**

Regular site inspections will involve visits to construction sites and dangerous structures where: climbing ladders, scaffolding, entering trenches, accessing roof spaces, climbing through windows, working in extreme heat where building is in fire extreme cold in cases where danger caused by ice, stooping, bending, walking on debris will be encountered. With possible needles in case of empty buildings

### **Working conditions:**

Predominately office based (60%) however entail site visits at any time (40%) and for whatever duration working on construction sites, clients houses, site supervision of demolitions, working in or near to dangerous structures, encountering aggressive environments, inclement weather, dust, dirt, fumes etc.

### **Work context:**

There are risks to personal safety when visiting building sites and dangerous structures and there is always the threat of verbal and physical abuse. On the spot decisions are required when on site and in the office. No support generally other than mobile phone.

Grading

Job Description and Employee Specification

**Position in organisation:**

Indicate how many staff the post is directly accountable for: 

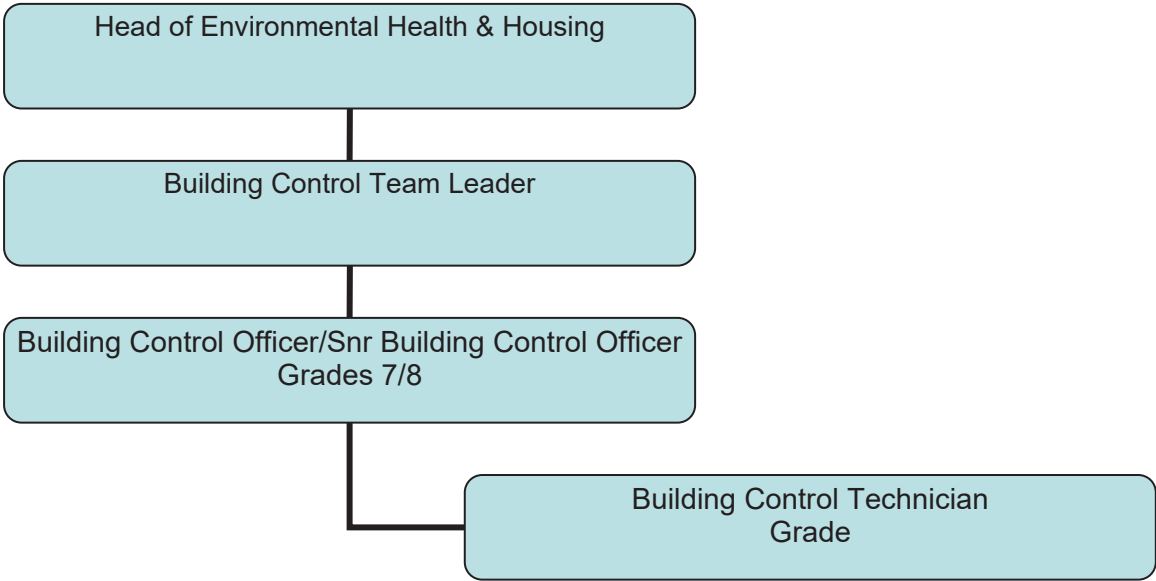
0

Are posts in more than one location? No  
Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? No

Please indicate which post(s)  
\_\_\_\_\_

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.



Grading

Job Description and Employee Specification

Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

ESSENTIAL CRITERIA	ASSESSED THROUGH:
--------------------	-------------------



## Grading

### Job Description and Employee Specification

Knowledge, Skills and Experience	Application form (follow up at interview)
Both Grades	
<ul style="list-style-type: none"> <li>• Experience of IT, particularly in the use of databases.</li> <li>• Ability to meet deadlines and work under pressure.</li> <li>• Good verbal and written communication skills.</li> <li>• Ability to work as part of a team.</li> <li>• Good customer care skills.</li> <li>• Ability to transport oneself around the area of North Lincs</li> <li>• Experience of assessing plans of domestic developments under supervision</li> <li>• Experience of inspecting works on site of domestic developments</li> <li>• Experience of assessing plans of all domestic developments.</li> <li>• Experience of inspecting domestic works on site.</li> <li>• Experience of assessing nondomestic plans</li> <li>• Experience of inspecting works on site of non-domestic works</li> <li>• Undertake investigations of breaches of Building Regulations</li> <li>• Relevant experience in building control</li> </ul>	
Grade 7	
As above plus	
<ul style="list-style-type: none"> <li>• Detailed knowledge of using the Building Act, Building Safety Act, Building Regulations and associated legislation</li> <li>• Experience of PACE and undertaking enforcement action</li> <li>• Experience of dealing with dangerous Structures</li> <li>• Experience of dealing with Demolitions</li> <li>• Able to demonstrate an ability to plan and progress work without supervision</li> <li>• Detailed knowledge of Building Construction</li> <li>• Knowledge of Council policies practices and procedures</li> <li>• Able to prioritise and management time effectively</li> <li>• Able to respond to out of hours calls</li> </ul>	
Grade 8	
As above plus	
<ul style="list-style-type: none"> <li>•</li> <li>• Experience of risk assessing, determining fees and validating Building Regulation applications</li> </ul>	

## Grading

### Job Description and Employee Specification

<ul style="list-style-type: none"> <li>Able to demonstrate recent and continuing professional development</li> </ul>	
<b>Knowledge, Skills and Experience</b>	<b>Interview</b>
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<b>Grade 7</b> Completion of Level 6 Building Control degree or equivalent and Corporate membership of CABE/RICS or equivalent or relevant experience in Building Control	
<b>Grade 8</b> Corporate membership of CABE / RICS or equivalent or 5 years relevant experience in Building Control	
<b>Working Arrangements</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li></li> </ul>	

DESIRABLE CRITERIA	ASSESSED THROUGH:
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li></li> </ul>	
<b>Knowledge, Skills and Experience</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li></li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li></li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li></li> </ul>	

THE POST IS SUBJECT TO:	
<b>Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Political restriction</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>The ability to speak fluent English under the Immigration Act 2016</b>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

- Version Control

Grading

Job Description and Employee Specification

Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021