



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

JOB TITLE:	Senior Building Control Officer		
GRADE:	G9	SERVICE AREA:	Planning & Building Control
JOB CODE:	EE105SENIG9		
REPORTS TO:	Building Control Manager & day to day with Principal Officers	LOCATION:	Civic Centre / Home
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Occasional out of office hour's working may be required such as attending major emergencies involving dangerous buildings or licensed premises, including safety at sports grounds. Casual car allowance 		

1. Main purpose of the job role:

- To ensure buildings are constructed in compliance with Building Regulations
- That buildings and structures are assessed structurally to secure their stability.
- That dangerous or dilapidated buildings and demolition operations are monitored to maintain public safety.
- To assess the suitability of buildings where they need to be licensed for public use.

2. Role specific duties and accountabilities:

- To assist in a team under the overall supervision of the Planning and Building Control Manager and Building Control Manager, with day to day responsibility to the Principal Officers
- To carry out allocated site inspections to ensure compliance with the Building Regulations and associated legislation of a variety of projects including the testing of materials and services.
- To perform when required the examination of plans to ensure compliance with the Building Regulations and associated legislation of a variety of projects.
- To assist in ensuring compliance with the Building Regulations and associated legislation of projects of greater complexity, under the direction and supervision of senior officers.
- To ensure that the appropriate charges are collected.

- To investigate possible cases of unauthorised work and contravention of the Building Regulations and associated legislation, under the direction and supervision of senior officers.
- To investigate and act upon reports of possible dangerous buildings and structures so that such buildings and/or structures are not left in a dangerous or unsafe condition.
- To follow up and seek risk assessments and method statements when Section 80 demolition notices apply so that public safety is secured.
- To assist when instructed by Principals with building related matters involving safety of sports grounds, licensed premises and associated legislation to secure public safety.
- To compile and maintain accurate written, computerised and photographic records; including constructional records of works in progress; for contraventions and unauthorised projects. Records should be to a level of detail that would, if necessary, be sufficient to produce proof of evidence for use in the event of litigation.
- Advising and negotiating/liaising with Architects; Developers; Contractors; Builders; Members of the Public; Statutory Undertakers and Officers of the Council in dealing with building control matters.
- Day to day liaison with Planning Enforcement; Pollution Control; Development Control and Technical Support Officers.
- To assist in the design, preparation of promotional and exhibitional material for marketing Building Control
- Undertaking such other duties appropriate to the grading of the post as may be instructed by the Building Control Manager.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
Abilities/Skills: (refer to JE guidance document)		
Must be well organised, self-motivated with an ability to prioritise own workload with a minimum of supervision on a day-to-day basis	I	3
Clearly indicate an ability to recognise and communicate effectively at all levels both orally and in writing	I	3
Demonstrate an ability to deal with customers in a professional, positive, fair and helpful manner	I	3
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Must have a working knowledge of building control and associated legislation	I	3
Indicate an understanding of managing reports of dangerous structures and demolition notices	I	3
Demonstrate an understanding of the enforcement process for building regulations and associated legislation	I	3
Indicate an awareness of the commercial environment the building control service operates within	I	2
Evidence of continuous professional development (where applicable)	I	1

Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
BSc in construction related subject or working towards		I	2
Other Essential Requirements			
Must be willing to work occasionally outside normal office hours when demands require		I	2
An awareness of, and commitment to, equality of opportunity		I	1
Awareness of, and commitment to, confidentiality and handling data		I	1
Must hold a full clean driving licence		I	2
Prepared by:	W Palmer	Date:	9/09/21