



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

JOB TITLE:	Building Control Officer		
GRADE:	G8	SERVICE AREA:	Planning & Building Control
JOB CODE:	EE106BUILG8		
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 carry out allocated site inspections of premises to ensure compliance with Building Regulations and associated legislation under the direction and supervision of senior officers.
- To examine and vet submitted plans to ensure compliance with Building Regulations and all associated legislation.
- To advise and guide applicants and agents liaising with Council Officers, other local authorities, agencies, statutory undertakers and members of the public.
- To support the delivery of an excellent building control service, checking compliance with approved plans.
- To deal with and resolve, where possible, enquiries and requests both verbally and in writing from members of the public, Councillors, other Service Areas, outside bodies etc, escalating to senior officers where appropriate.

- To work on own initiative, with minimum supervision, achieving consistent high levels of individual performance.
- To support the 'working smarter agenda' identifying and implementing areas for improvement.
- All other duties allocated by Principal Building Control Officers / Building Control Manager commensurate with the grade of the post.

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 post holder 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)		
Ability to prioritise own work load taking personal ownership of queries and problems	I	3
Have the ability to work own initiative to tight deadlines, liaising with Senior Officers on any complex work issues	I	3
Clearly indicate an ability to interpret and communicate information effectively at all levels both orally and in writing	A/I	3
Good organisational skills	I	2
Experience in the use of IT applications MS Word/Excel/Teams	I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Must have a working knowledge of Building Regulations	I	3
Substantial experience of working within the Construction / Building Control Environment	I	2
Knowledge of Health and Safety in relation to construction sites and site safety	I	3
Indicate an awareness of the commercial environment the building control service operates within	I	2
Sound understanding and commitment to customer care	I	2
Evidence of continuous professional development (where applicable)	I	1

Other Essential Requirements			
Holding a construction related degree or working towards one			2
Must be willing to work occasionally outside normal office hours when demands require			2
An awareness of, and commitment to, equality of opportunity			2
Awareness of, and commitment to, confidentiality and handling data			1
Must hold a full driving licence			2
Prepared by:	W Palmer	Date:	01.07.21

Important guidance

For new or amended posts

If this is a change to an existing job or a new job, you must complete the questions on the pages below

For existing posts

If this is a transfer onto the new template, you do not need to go any further with this form

Job Evaluation Supplementary Information

Additional information required for JE purposes only (this must be removed from the JD&ES before any recruitment process commences)

Job title _____

If this is an amendment to an existing post, please complete section below to explain the changes

Section 1
<p>If there are any supervisory duties if so also complete section 2 If there are any financial accountability complete section 3</p>

For a newly created post, please complete each relevant section below

Section 2
<p>Q1. Does the post holder have any line management or supervisory responsibility? Yes <input type="checkbox"/> No <input type="checkbox"/> if no go to section 3 If yes please provide answers to questions (2-5) below</p> <p>Q2. How many employees in total is the post holder accountable for (direct and indirect reports) on the structure?</p> <p><i>Note: you must provide a structure chart</i></p> <p>Q3. How many Annual Performance Conversations (APC) is the post holder accountable for conducting?</p> <p>Q4. Does the post holder undertake supervision (but not conduct APC's) for these employees? Yes <input type="checkbox"/> No <input type="checkbox"/> if no go to section 10</p> <p>Q5. Briefly describe the duties performed as a supervisor and who these are for?</p>

Section 3				
<p>Q1. If there is any financial accountability within the role (see table below for definitions of financial accountabilities) please provide the details against any sections in the below table which are relevant for the job role (please note – any information provided may be subject to verification with the Council's finance department): Yes <input type="checkbox"/> No <input type="checkbox"/></p>				
Budget Heading	Staffing Budget £	Budget figure £	Income Generation target £	level of accountability (using the relevant number (s) from the Key below)
Total				

Options for levels of accountability

1. **Main Budget Holder - fully accountable and authorised through Finance**
2. **Accountable – responsible for setting a budget or make recommendations over relevant expenditure from a specific delegated budget deciding how a budget is spent.**
3. **Accounting - profiling, planning and accounting for money associated to budget / income or auditing. This does not include administrative duties associated with budgets, as this is associated with an administrative function.**
4. **Project officer – fully accountable for specific capital allocations, this includes budget holder for project funding**
- 5.

Q2. Does the post holder deal with banking, petty cash or process any invoices, cheques etc...? **Yes** **No**

What is the approximate value of this per week? £

Q3. Does the post holder have a P-Card? **Yes** **No**

Section 4

Q1. Is policy development a specific feature of the job role (if so it would be expected that this would be identified within the JD/ES)?

Please note: Such policies must significantly impact upon the operation of the service. The post holder will have a specific responsibility to develop policies which must be more than being a consultee or identifying contributory factors, the role must require the job holder to have a direct contribution to policy formation or amendment of recognised council policies (as a specific responsibility/purpose of the role). **Yes** **No**

if no go to section 5

If yes, please provide answers in the relevant sections below to all that apply:

Type of policy development	Tick if applicable	Provide examples of the council policies and briefly explain post holder's role	Who is this shared with
The accountability that is shared with and amongst others			
The accountability for the development is that of the post holder			Please indicate who approves / signs off the work of the post holder

Section 5

Q1. Is providing advice and guidance on policies, procedures and/or external regulations/legislation to others a specific feature of the job role (if so it would be expected that this would be identified within the JD/ES)?

Please note: The advice and guidance may be given either internally (e.g. other Council employees) or externally (e.g. members of the public) but must be an inherent part of the role and be more than providing information. The advice and guidance provided must influence the actions of those to whom it is given. **Yes** **No** if no go to section 6

If yes, please provide answers in the relevant sections below to all that apply:

Type of advisory responsibility	Tick if applicable	Provide examples of the advice given, and the policies, procedures or regulations/legislation they would advise on	Who is this advice given to?
Advice given on internal policies/ procedures			
Advice given where interpretation of policies / procedures are required in order to meet specific circumstances or problems			
Advice given on the operation / implementation of external regulations / legislation, this would include where there is a specific responsibility to adapt internal policies / procedures as a result (e.g. to meet operational need)			

Section 6

Q1a. Is there any requirement for the post holder to plan ahead or organise for the future? (E.g. events, specific project planning, programmes of activities) Yes No

Q1b. Please provide a brief example

Q1c. What are the timescale of the planning stage? (Planning stage does not include the implementation or the duration of the lifecycle of the project/programme)

Short term up to several weeks Medium term over several weeks up to 1 year
 Long term over a year

Q2. Please provide an example of the most difficult problem the post holder will be expected to independently solve or provide solutions and list the type of different sources of information they will consider to reach a solution? (E.g. legislation, policies, consultation feedback, client's specific requirements)

Section 7

Q1. Please provide an example of the most significant type of issue the post holder will normally be expected to resolve and how will they do this (what is within their gift/remit)

Q2. Please provide an example of a problem or situation the post holder will be required to escalate to the manager/supervisor

Section 8

Equipment the post holder will use	Indicate Yes /No	For what % of time	For what purpose is this used
Computer Systems		N/A	
Using Computer systems to undertake data inputting where there is a requirement for speed and precision			
Read only of GIS systems or similar		N/A	
Read and plot GIS systems		N/A	
Equipment <i>Refer to guidance for description of equipment</i>	List equipment	For what % of time	For what purpose is this used
Is the post holder required to use any equipment within the role, if yes provide a list in the next column			
Effort <i>Refer to guidance for description of physical effort</i>	Activity	Frequency	
Is the post holder required to exert any physical effort as part of their role			
Other please state			

Section 9

This section measures the degree and frequency of the mental concentration, alertness and attention required by the post holder. It looks specifically at the following types of attention.

Q1. Does your job involve any other form of mental demand? (sensory, enhanced or concentrated – refer to guidance document for definitions)

Please Delete as Applicable: **Yes** **No**

If YES, what, why, for how long and how often?

What is the demand	Source – why	For how long at any one time	How often
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Q2. Is the job holder subject to regular interruptions and changes to the tasks they are undertaking from sources outside their control? Yes No

Where do these interruptions come from and how often?

Section 10

Q1. Is the post holder required to attend committee meetings or forums with elected members where there is an expectation they will present information and be independently accountable for answering questions or addressing any issues raised at that forum? **Yes** **No**

Provide an example of the committee meetings or forums the post holder will present at and how often per year?

Q2. Does the post holder have any direct interaction with customers/service users – where the post holder’s actions/direct involvement can cause them to become emotionally distressed (this must be a specific responsibility of the role)? **Yes** **No**

Please state if the post holder has contact with any of the following service users/customers (tick all that are relevant)

- | | | | | | |
|---------------|--------------------------|----------------------|--------------------------|----------------|--------------------------|
| Frail | <input type="checkbox"/> | Physical impairments | <input type="checkbox"/> | Terminally ill | <input type="checkbox"/> |
| Disadvantaged | <input type="checkbox"/> | Mental impairment | <input type="checkbox"/> | | |
| Homeless | <input type="checkbox"/> | Vulnerable to abuse | <input type="checkbox"/> | | |

Provide an example of the type of interaction they would have with service users/customers (e.g. supporting individuals to overcome a particular problem, supporting others to maintain dignity and independence, providing advice and guidance to support life changing choices)

How often would the post holder encounter the above or similar emotionally distressing situation?

- Less than 3 times per year 3 times or more per year but **less** than once a week
 At least once a week

Q3. Will the post holder attend meetings where highly sensitive/serious case reviews regarding clients or safeguarding issues are being discussed? **Yes** **No**

Section 11		
Q1. Will the post holder undertake any of the following	Type of equipment, information, stock or purchasing /commissioning	Accountability level
a) Is the post holder accountable for stock ordering? Yes <input type="checkbox"/> No <input type="checkbox"/>	What stock will be ordered:	Accountable <input type="checkbox"/> Shared responsibility <input type="checkbox"/>
b) Does the post holder have responsibility for development, design or adaptation of buildings, land or IT system Yes <input type="checkbox"/> No <input type="checkbox"/>	What systems/land or buildings:	Accountable <input type="checkbox"/> Shared responsibility <input type="checkbox"/>
c) Does the post holder undertake any commissioning/procurement activity Yes <input type="checkbox"/> No <input type="checkbox"/>	What is being commissioned/procured and value:	Accountable <input type="checkbox"/> Shared responsibility <input type="checkbox"/> Does this require authorisation Yes <input type="checkbox"/> No <input type="checkbox"/> Who gives authorisation, please provide the job title
Q2. What is the value and type of the equipment the post holder will use?		
Type of equipment used	Approximate value of the equipment	
	Highest value item	
Section 12		
Q1. Based on the information provided in the 'special conditions' section of the JD, please indicate the total % of time (as a proportion of the whole job role) the post holder will be exposed to unavoidable external elements (e.g. inclement weather) or unpleasant, disagreeable or hazardous working environments. Do not include any travel time or any time where the post holder may be subject to any verbal abuse, as this is covered separately in the question below:		
No exposure or minimal amounts	<input type="checkbox"/>	Up to 10% <input type="checkbox"/>
11% to 50%	<input type="checkbox"/>	51% - 75% <input type="checkbox"/>
Above 75%	<input type="checkbox"/>	<input type="checkbox"/>

Q2. Does the nature of the role expose the post holder to any face to face (excludes abusive telephone conversations) casual verbal abuse (e.g. an aggrieved customer swearing)

Yes No

Please state how often on average is the post holder subject to casual verbal abuse? xx per week

Q3. Does the nature of the role expose the post holder to serious verbal abuse on a weekly basis (e.g. abusive or aggressive behaviour specifically directed at the post holder due to their actions on behalf of the authority, most likely to be of a prolonged nature from which the post holder cannot avoid as they need to continue to deliver the service)

No

Yes

Please state how often on average the post holder is subject to serious verbal abuse? Xx per week

Other information to support the evaluation optional

Please use this section for any information you feel has not already been covered through the completion of this form

Manager Approval

I confirm that this evaluation application form conveys an accurate description of the current roles and accountabilities of the job and supports the job description.

Manager Name	Date
Managers Signature	Managers job title

NJC

Date form received:		Received by:	
Date Evaluated:		Evaluated by:	
Job Evaluation Outcome		Original Grade (if applicable):	
New JE total score:		New Grade:	
Name of manager form & grade confirmation returned to:		Date form & grade returned:	
Job			
Job name			
I confirm that the outcome grade has been assessed and is commensurate with the accountabilities of the post and that the evaluation evidence and associated forms have been scanned to the JE file :		JE Reference:	
		JE Analyst name:	
		JEA signature:	
		Date:	