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| Job description**Building Control Surveyor (000443)****Reports to: Building Control Manager** | A logo on a white background  Description automatically generated |

**Responsible for - Directly: 0**

**Total staff managed: 0**

**Working environment: OFFICE/COMMUNITY BASED/SITE VISITS etc**

**Working Hours: Full time – 37 hours, permanent**

**Purpose of role:**

* To implement and enforce the Building Act, Building Regulations and other legislation to ensure the health, safety, welfare and convenience of persons in and around buildings and for the conservation of fuel and power.

**Key result areas:**

**Corporate responsibilities**

* Have responsibility for the development of the services and junior staff members
* Ensure that partnership working is considered and encouraged where there is a good business case leading to improved service delivery
* Within an agreed corporate framework, assist in maintaining robust performance and risk management systems in respect of Building Control
* Ensure that high standards of customer service underpin all that the Council does
* Actively encourage, motivate and support others to meet their objectives
* Identify opportunities for savings, income streams and improved delivery models to optimise the efficient running of the service

**Operational responsibilities (managing/developing)**

* Examination of deposited plans and notices (including structural and energy calculations) for compliance with the Building Regulations and making formal decisions.
* Consulting, negotiating, and giving advice to all interested parties to ensure that building work complies with building regulations and allied legislation.
* Liaising with consultants appointed by the Council to carry out specialist functions.
* Undertaking site inspections to ensure compliance with the Building Regulations and other legislation, maintaining detailed records and issuing completion certificates.
* The inspection of dangerous structures and taking action as necessary to ensure public safety.
* The inspection of demolition work and taking action as necessary.
* The preparation of technical reports.
* Attending and reporting to Committees of the Council as necessary.
* The investigation and subsequent action and regularisation of unauthorised work.
* The appearance in court to give evidence in respect of unauthorised work, contravention of Building Regulations and other legislation.
* General administration relating to the above.
* Ensuring that correct fees are paid in accordance with the Great Yarmouth Borough Council Building Regulation Charges Scheme.
* To undertake such other duties consistent with those listed above and appropriate to the title and grade of the post.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

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| Person specification1. **Experience/ Knowledge**

**Essential*** 1. A Comprehensive knowledge and understanding of building, construction and building control legislation.
	2. Good written and verbal communication skills.
	3. Current driving licence.
	4. ICT skills
	5. Knowledge of Microsoft Office software, the Ocella Planning and Building Control System, Comino document management system.
1. **Qualifications & Competencies**

2.1. Relevant degree2.2. Working towards or have full membership of either MRICS or MCABE.2.3. Commercial awareness, an organised proactive approach.2.4. The ability to work flexibly with technology will also be required.2.5. Proven relevant industry experience within a Building Control environment, carrying out plan checking and site inspections, and managing your own projects2.6. Team Player2.7. Excellent oral and written communication skills, sufficient to write technical reports and associated correspondence.1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Openness and honesty
	3. Personal resilience
	4. Ability to work under pressure
	5. Probity and integrity
	6. Fairness and consistency
	7. Highly developed political acumen and astuteness
	8. Ability to challenge self and colleagues constructively and sensitively.

The following criteria will be tested at interview stage and does not need to be evidenced in an application form, CV or covering letter1. **Agreed Behaviours Framework**
	1. Putting Great Yarmouth first
	2. Effective and open communication
	3. Respecting others
	4. Working together
	5. Embracing change
	6. Taking personal responsibility
2. **Our Cornerstones of Management and Leadership**
	1. Trust and Respect
	2. Communicate and Connect
	3. Lead and Inspire
	4. Ownership and Accountability
3. **Additional requirements**
	1. Ability to undertake site visits
	2. Must be prepared to undertake out of hours duties
	3. Valid UK driving Licence and access to own vehicle
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