

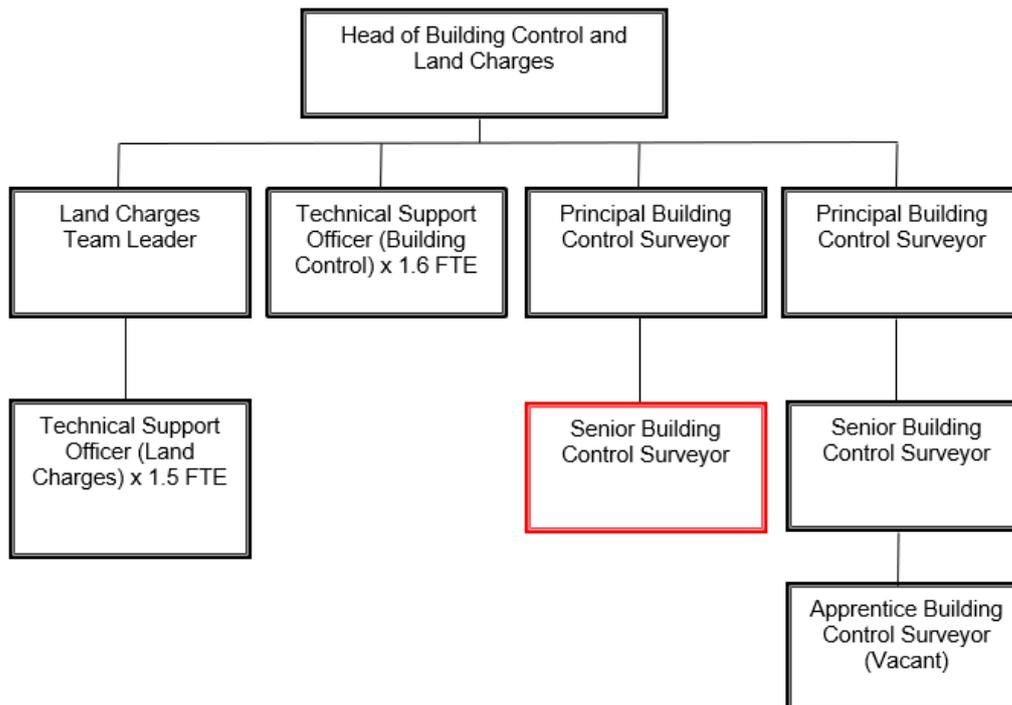
JOB DESCRIPTION

Job Title:	Senior Building Control Surveyor		
Directorate:	Place	Salary:	£40,476 – £45,718 FTE Plus 20% market premium, £706 London weighting and £963 Essential Car User allowance
Section:	Building Control	Grade:	BG-F, SCP31-36
Location:	Time Square, Bracknell	Work Style:	Flexible

Key Objectives of the role

To carry out, under the direction and guidance of the Principal Building Control Surveyor, sometimes outside normal office hours, the duties of a licenced Registered Building Inspector (Class 2F and above) including plan examination and site inspection work in respect of developments, ensuring that those developments comply with the Building Regulations, Building Safety Regulator requirements and associated legislation.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To carry out, under the direction and guidance of the Principal Building Control Surveyor, sometimes outside normal office hours, the duties of an authorised Class 2 Registered Building Inspector (Category A-F licence) including plan examination and site inspection work in respect of developments, ensuring that those developments comply with the Building Regulations, Building Safety Regulator requirements and associated legislation.
- To be responsible for making decisions regarding applications and construction work on site. This means the post holder will be required to have good problem-solving skills and can make on the spot decisions of a technical nature.
- To work on a full spectrum of caseloads for the Class 2 licence criteria and assist in supervising and guiding the efforts of the Building Control Surveyors and Assistant Building Control Surveyors (if any) within the team.
- To check fees on new applications and produce quotations for applications based on knowledge of contractor ability and likely team input required. Ensure work is correctly charged for throughout the life of the project, calculating any revisions and liaising with client/Technical Support Team to ensure correct payment is made.
- To ensure that the decisions on applications are made within the statutory time periods and be responsible for issuing formal Decision Notices accordingly.
- To provide information and advice on relevant building matters to the Department's customers in a caring manner.
- To produce and keep adequate and approved records and to compile reports, statistics or other relevant material related to the duties as allocated to the team or any others as may be reasonably required.
- To pursue any necessary enforcement action under the guidance of the Principal Building Control Surveyor.
- To proactively engage in business development and be responsible for customer relationship management, promoting the Bracknell Forest Council Building Control Service with a view to building and maintaining successful relationships with all customers and colleagues, whilst maximising our market share, workload and income generation.
- To assist in ensuring that maximum use is made of available staff resources in responding to inspections that are needed and assist in the education, training and gaining of experience of the staff in the section.
- To exercise initial site control in respect of compliance with the advance payments code, act as necessary and act independently in respect of means of escape, dangerous structures (including out of hours) and excavations, demolitions, hoardings and other associated matters.
- To report to the Head of Building Control and Land Charges or Principal Building Control Surveyor, any work-related matter likely to give rise to significant risk to personal or public safety and undertake any such other work as the Council or the Director of Place may determine as being compatible with the responsibility levels of the post.

Scope of role

- Administer and enforce the Building Regulations in Bracknell, and sometimes other boroughs, by processing applications and dealing with general Building Control enquiries from the public and colleagues, ensuring buildings are constructed to the legally required minimum standards in the Building Regulations and associated supporting documents.

- Influence the health, safety, welfare, and convenience of people in and around buildings, and ensuring those buildings are energy efficient, secure and are functional.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> • Corporate RICS/CABE membership or equivalent. • Extensive experience in both commercial and domestic projects and additional functions such as dangerous structures, demolitions, hoarding and scaffold licences. • Class 2F and above Registered Building Inspector. 	<ul style="list-style-type: none"> • Fire engineering/safety related qualification. • Appropriate management training/qualification. • Educated to degree level or similar in a relevant discipline.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Working knowledge of building legislation and practices. • Extensive Building Control experience across all project types, domestic through to commercial. • Ability to achieve deadlines and make decisions. • Good time management. • IT literate. • Demonstrable ability to use own initiative. 	<ul style="list-style-type: none"> • Experience in managing projects and customers under the LABC Partnership scheme. • Demonstrable experience in fire safety design. • Experience in managing or supervising staff. • Experience in project management/management of projects.
Work-related Personal Requirements	<ul style="list-style-type: none"> • Good verbal and written communication skills. • Ability to work under pressure. • Ability to remain calm and polite. • Self-motivated and good team player. • Not constrained by the use of the Approved Documents with the ability to think laterally and proactively regarding proposed solutions. • Ability to undertake a full range of site inspections, sometimes at height and in concealed spaces. 	
Other Work Requirements	<ul style="list-style-type: none"> • Current Driving Licence with own car which is available for work. • Ability to work flexibly/from home. • The ability to converse easily with members of the public and respond effectively to questions in spoken English. 	

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

