

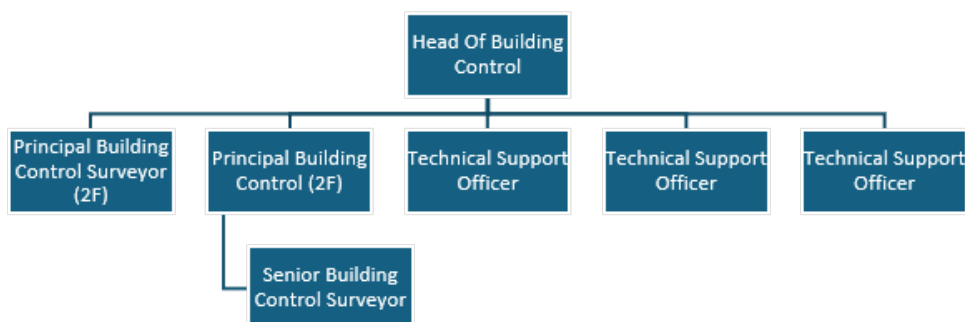
JOB DESCRIPTION

Job Title:	Principal Building Control Surveyor		
Directorate:	Place	Salary:	£54,495 - £59,999 Plus £729 LWA and £963 ECU and 20% market premium
Section:	Building Control	Grade:	BG-D SCP43 - 48
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

To carry out, under the direction and guidance of the Head of Building Control, sometimes outside normal office hours, the duties of an authorised Building Control team leader and 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 undertake the restricted functions, as defined by The Building (Restricted Activities and Functions) (England) Regulations 2023, in accordance with their Class of Registration.
- Working in accordance with the Code of Conduct for Registered Building Inspectors.
- To discharge the council's delegated powers and duties as required by the Building Act 1984 and associated legislation and to provide appropriate and proportionate

advice to the responsible officer concerning decisions about compliance with the Building Regulations etc.

- To ensure that decisions on applications are made within the statutory time periods.
- To keep abreast of changes in legislation, policy and procedures and to assist in and promote the education, training and gaining of experience of staff in the section.
- To produce and maintain accurate and appropriate records and to compile reports, statistics or other relevant material related to the service or any others as may be reasonably required.
- If required, work with the Building Safety Regulator to fulfil their legal duties, assisting in the regulation of higher-risk buildings and higher-risk building work, within a multi-disciplinary team setting.
- Deputising for the Head of Building Control as required and to attend meetings with other senior officers and members as required.
- To assist the Head of Building Control, for the day-to-day management, supervision and re/allocation of work to the team of surveyors, including providing guidance and support and conducting staff appraisals and ensuring agreed performance targets are met.
- To provide supervision, as defined by Government guidance for Registered Building Inspectors, to colleagues with a lower class of registration.
- To report to the Head of Building Control any work-related matter likely to give rise to significant risk to personal or public safety. To participate in the investigation of alleged unauthorised building work and the resolution of any regulatory breaches and to act as necessary in respect of means of escape, dangerous structures (including out of hours), excavations, demolitions, and other associated matters.
- To undertake enforcement proceedings in accordance with the provisions of the Building Act 1984, where necessary.
- To keep service-related systems and procedures under review and implement changes where appropriate, including the use of new technology in delivering the Building Control service, and to consult and liaise with the Head of Building Control as necessary on matters relating to professional application.
- Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach to the delivery of legislation, guidance, and service delivery.
- To provide information and advice on relevant building matters to the Department's customers in a customer focused manner.
- To undertake any such other work as the Council or the Executive Director of Place may determine as being compatible with the responsibility levels of the post.

It should be noted that the above list of principal 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.

Scope of role

This role is responsible for assisting in the management and administration of the Building Regulations in Bracknell, and sometimes other boroughs. The nature of the job is such that it influences the health, safety, welfare and convenience of people in and around buildings, and ensuring those buildings are energy efficient, secure and are functional. This is ensured through the processing of applications and dealing with general Building Control enquiries from the public and colleagues to ensure buildings are constructed to the legally required minimum standards in the Building Regulations and associated supporting documents.

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. Extensive experience in both commercial and domestic projects and additional functions such as dangerous structures, demolitions. Ability to demonstrate competence for the Building Safety Regulator for relevant buildings at Class 2F. 	<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. LABC L6 fire safety or equivalent. Ability to demonstrate competence for the Building Safety Regulator for relevant buildings at Class 3.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Working knowledge of building legislation and practices. Extensive Building Control experience. 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 for 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"> The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment. Own car which is available for work. Ability to work flexibly and from home. 	

- Anything that is applicable to the role that is out of the norm.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, the requirement to fulfil all spoken aspects of the role with confidence in English applies.

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.

