**Job Description**

<table>
<thead>
<tr>
<th>Department:</th>
<th>Growth and Regeneration</th>
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<tbody>
<tr>
<td>Division/Section:</td>
<td>Building Control</td>
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<tr>
<td><strong>Job Title:</strong></td>
<td>Principal Building Control Surveyor</td>
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<tr>
<td>Grade:</td>
<td>12</td>
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<td>Reports to:</td>
<td>Building Control Manager</td>
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**Organisation Chart:**

- Group Manager Development & Construction
- Building Control Manager
- Principal Building Control Surveyor
- Senior Building Control Surveyor (2.6 FTE)
- Assistant / Building Control Surveyor (3 FTE)
- Trainee Building Control Surveyor

**CRB Check applicable?**

- Standard
- Enhanced
- None

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

- Yes
- No

**Line Management responsibility for:**

- No. of direct reports: 2.6
- No. of indirect reports: 4

**Size of budget:**

- Accounting for £150,000

**Job Purpose:**

- To assist with leading the team to deliver high quality, value for money services in line with national quality standards and best practice, statutory obligations and organisational objectives through:
  - achieving customer satisfaction levels in line with national standards and best practice, to meet customer, partner, organisational and statutory requirements;
  - proactive marketing and engagement with commercial clients to ensure income
Main Duties and Responsibilities:

1. To assist with leading the team to deliver high quality, value for money services in line with national quality standards and best practice, statutory obligations and organisational objectives, including the overall management, auditing and monitoring of customer service and quality procedures and processes to ensure the Quality Management System operating under BS EN ISO 9001 requirements are kept fully up to date.

2. Effectively engage with site management, builders, external partners and applicants and Council staff at all stages of the building control process, to offer advice and ensure that all decisions and actions comply with the Council’s policies, the requirements of the Building Regulations, Health and Safety legislation, and/or associated legislation and regulations.

3. Carry out appropriate inspections of building work to ensure conformity with all appropriate regulatory requirements, working alone during all weathers, at heights with limited access arrangements and inspection of new and existing foul and surface water installations.

4. When required account manage a range of other applications to ensure workloads are effectively managed, all local and national performance targets are achieved and that external applicants, developers and agents, and relevant Council staff are kept effectively up to date with progress.

5. Provide 24 hour telephone/callout service giving advice and instructions on matters involving demolition/dangerous buildings to the emergency services, building owners and members of the public. Undertake safety inspections of grandstands etc. in line with legislation.

6. Proactively market and engage with commercial clients to promote services and ensure income generation supports the delivery of the function’s annual financial plan and participate in national initiatives and the promotion of LABC products to ensure that Council’s Building Control team is able to compete effectively against private sector providers.

7. To assist with managing the fee earning trading account and advise on the setting of Building Regulation charges in accordance with the requirements of current Prescribed Charges Legislation, to ensure that the Service is self-financing on all fee-earning activities over a three year continuous period.

8. Manage, recruit, coach, motivate and develop team members to ensure that individual, team and relevant Building Control objectives and targets are delivered and staff are well informed and involved.

9. Work closely with other teams within Development Management to effectively control development and monitor the implementation of planning consents, and in the provision of a ‘one stop shop’ service to commercial and residential clients, partners and other Council Services.

10. Effectively participate in managing the political interface between members and staff through the effective ad hoc communication and formal attendance at regular meetings.

11. Establish and maintain links to external organisations and networks to stimulate the exchange of ideas and achievements to the benefit of all those involved.

12. Participate in the development of the annual service business plan and budgets and deliver the defined financial targets and performance outcomes for required national and local measures relating to Building Control.

13. Evaluate new legislation, best practice, publications, recent court cases and research and make recommendations to the service and other relevant departments, of the potential impact and
relevance to future service delivery.

14. Effectively manage personal workload, play an active part in the management of the team and identify and achieve personal development opportunities.

15. Assist the council in fulfilling any contract to provide a service to any other council or partner, by undertaking duties and responsibilities appropriate to this post.

<table>
<thead>
<tr>
<th>Generic Responsibilities</th>
<th>Carry out all responsibilities with regard to the Council’s Equalities Policy and Procedures and Customer Care Policy. Comply with all Health &amp; Safety at work requirements as laid down by the employer.</th>
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<tbody>
<tr>
<td>Flexibility Clause:</td>
<td>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments.</td>
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<tr>
<td>Variation Clause:</td>
<td>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</td>
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<tr>
<td>DATE:</td>
<td>January 2014</td>
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