

Person Specification

JOB TITLE: Building Control Surveyor **POST NO:**

GRADE: 9 (Plus supplement) **DEPARTMENT:** Growth & Regeneration

HOURS: Full Time

DIVISION: Building Control **EXECUTIVE:** Simon Machen

DIRECTOR:

DATE: Dec 2016 **COMPLETED BY:** AR

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Current relevant building regulations and legislation, health and safety and licensing regulations and legislations. (A/I) Private sector building control (A/I) National quality and customer service standards (A/I) 	<ul style="list-style-type: none"> Current legislation and regulation in other related areas (A/I)
SKILLS & ABILITIES	<ul style="list-style-type: none"> Effective delivery of performance in line with local and national targets (A/I) Process plans and inspect building development in line with current legislation (W) Delivering high qualities services to both internal and external customers (A/I) Effective verbal and written communication skills. The ability to converse at ease with customers and provide advice in accurate spoken English (I) Ability to achieve effective working relationships both internally and externally(A/I) Ability to prioritise workloads and meet strict deadlines (W) Broad range of IT skills including Planning Systems e.g. Uniform (A/I) 	<ul style="list-style-type: none"> EDRMS/GIS systems use (A/I) Ability to create ideas and implement new ways of promoting the service (A/I)
EXPERIENCE	<ul style="list-style-type: none"> 2 years broad post qualification experience.(A/I) 	<ul style="list-style-type: none"> Experience of delivering services in a major growth area and/or across multiple planning fields (A/I)
QUALIFICATIONS	<ul style="list-style-type: none"> HND/C or equivalent in related subject (I) 	<ul style="list-style-type: none"> Working towards professional Membership of an appropriate professional body A/D)
	<ul style="list-style-type: none"> Full driving licence (I) 	

PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Vehicle available for work (A/I) 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A/I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A/I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*