

## Job Description

**Department:** Growth and Regeneration

**Division/Section:** Building Control

**Job Title:** Trainee Building Control Surveyor

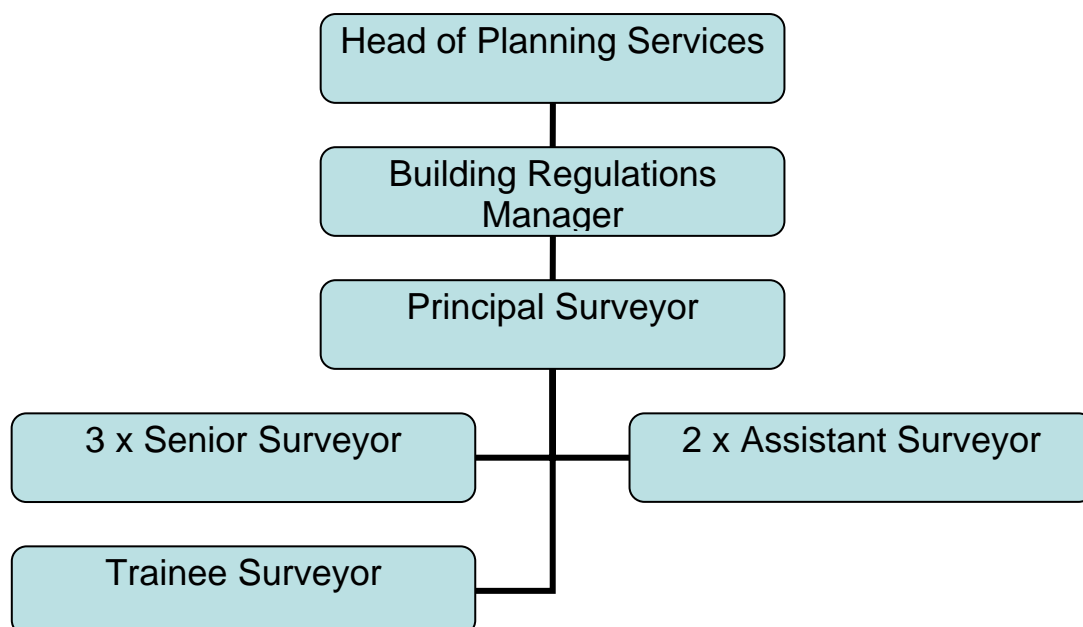
**Post No:** 008557

**Grade:** 5 (Plus 10% pa market supplement rising to 20% after 2 years)

**Reports to:** Senior Building Control Surveyor

**Organisation Chart:**

Show immediate manager and any jobs reporting to this post.



**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:** 0

**No. of indirect reports:** 0

**Size of budget:** None

**Job Purpose:**

Deliver high quality services in line with national quality standards and best practice, statutory obligations and organisational objectives through;

- effectively engage with clients, carrying out routine inspections, examining plans and other relevant duties in the processing of applications.

## Main Duties and Responsibilities:

1. Effectively engage with site management, builders, external partners and applicants and Council staff, at all stages of the building control process, including the examination of plans and the completion of reports and documentation, under the guidance of senior staff, and ensure 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. (25%)
2. Carry out routine inspections of building work to ensure conformity with all appropriate regulatory requirements under supervision, during all weathers, at heights with limited access arrangements and the inspection of new and existing foul and surface water installations. (25%)
3. Assist a Senior Building Control Surveyor in promoting and marketing the Building Control Service, to support income generation and the delivery of the marketing strategy plan. (5%)
4. Work closely with other teams within Development Delivery 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. (5%)
5. Share knowledge and develop best practice to ensure individual, team and relevant service objectives and targets are delivered. (10%)
6. Achieve customer satisfaction levels in line with national standards and best practice, to meet customer, partner, organisational and statutory requirements. (5%)
7. Ensure that all correspondence and records are complete, up to date and effectively dealt with and will where required support enforcement action and refute negligence claims. Assist in the preparation of appropriate reports as required. (5%)
8. Participate in the regular review of service provision in line with national best practice and standards, including participation in cross function teams, and implement any required improvements effectively to ensure the on going efficient delivery of services. (5%)
9. Review new legislation, best practice, publications, and make recommendations to senior staff, of the potential impact and relevance to future service delivery. (10%)
10. Effectively manage personal workload, actively participate in the Building Control team and identify and achieve personal development opportunities. (5%)

Generic Responsibilities Carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

Flexibility Clause: Comply with all Health & Safety at work requirements as laid down by the employer. 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.

Variation Clause: 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.

**DATE:** June 2015 **COMPLETED BY:** AR