



Person Specification

JOB TITLE:	Building Control Surveyor	POST NO:	
GRADE:	8-11	DEPARTMENT:	Development & Construction
HOURS	Full Time		
DIRECTORATE:	Place & Economy	DIRECTOR:	S Cox
DATE:	June 2019	COMPLETED BY:	N Harding

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Current relevant building regulations and legislation, health and safety and licensing regulations and legislations. (A/I)</p> <p>Private sector building control (A/I)</p> <p>National quality and customer service standards (A/I)</p>	<p>Current legislation and regulation in other related areas (A/I)</p>
SKILLS & ABILITIES	<p>Process plans and inspect all types of building development in line with current legislation (W)</p> <p>Effective delivery of performance in line with local and national targets (A/I)</p> <p>Delivering high qualities services to both internal and external customers (A/I)</p> <p>Effective negotiation, verbal and written communication skills.</p> <p>Ability to achieve effective working relationships both internally and externally(P)</p> <p>Ability to prioritise workloads and meet strict deadlines (W)</p> <p>Broad range of IT skills including Planning Systems e.g. Uniform (A/I)</p>	<p>EDRMS/GIS systems use (A/I)</p> <p>Ability to create ideas and implement new ways of promoting the service (A/I)</p>

EXPERIENCE	<p>SENIOR- 5 years' service in building control including a minimum of two years post qualification experience.(A/I)</p> <p>ASSISTANT- Two years construction related experience, preferably in building control</p>	<p>Experience of delivering services in a major growth area and/or across multiple planning fields (A/I)</p>
QUALIFICATIONS	<p>SENIOR -RICS, CABE or CIOB in a building control surveying discipline.</p> <p>ASSISTANT – HNC/HND/Degree in building</p>	<p>ASSISTANT- Working towards professional qualification such as RICS, CABE, CIOB.</p> <ul style="list-style-type: none"> ●
PERSONAL CIRCUMSTANCES	<p>Full driving licence (A/D)</p> <p>Vehicle available for work (D)</p>	
EQUALITY	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I)</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care (A & I)</p>	

*[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.]*