

Person Specification

JOB TITLE:	Building Control Surveyor	POST NO:	10233
GRADE:	9	DIRECTORATE:	Place & Economy
HOURS	Full Time		
DIVISION:	Development & Construction, Building Control	EXECUTIVE DIRECTOR:	Steve Cox
DATE:	October 2020	COMPLETED BY:	Nick Harding

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. • Ability to achieve effective working relationships both internally and externally(P) • 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 experience 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 (A/D) • 	<ul style="list-style-type: none"> • Working towards professional Membership of an appropriate professional body (A/D)
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Full driving licence (A/D) • Vehicle available for work (D) 	

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.]*