

# PETERBOROUGH



## Person Specification

**JOB TITLE:** Building Control Surveyor **POST NO:** 005056/002950/002960/005100

**GRADE:** 9 **DEPARTMENT:** Place and Economy

**HOURS:** Full Time

**DIVISION:** Building Control Services **EXECUTIVE DIRECTOR:** Adrian Chapman

**DATE:** July 2022 **COMPLETED BY:** John Stubley

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

<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Vehicle available for work (D)</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	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.]*