

Job Description

Department: Growth and Regeneration

Division/Section: Building Control

Job Title: Senior Building Control Surveyor

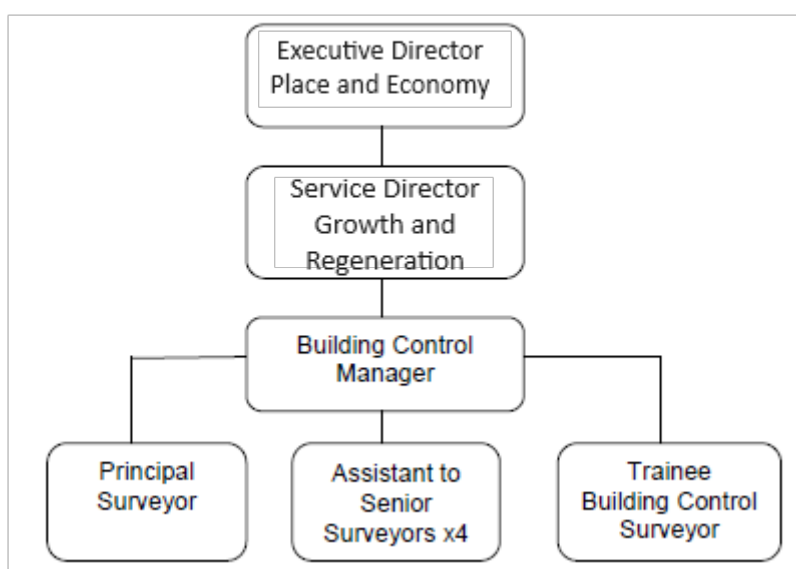
Post No: 002952 / 002959

Grade: 12

Reports to: Building Control Manager

**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: 6

Size of budget: None

Job Purpose:

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

(a) Securing the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with

building

(b)furthering the conservation of fuel and power,

(c)preventing waste, undue consumption, misuse or contamination of water,

(d)furthering the protection or enhancement of the environment,

(e)facilitating sustainable development, or

(f)furthering the prevention or detection of crime

- proactive engagement with commercial clients to support income generation in line with the department targets and budget;
- effectively engage with clients throughout the building control process to advise, inspect work and ensure all decisions and actions comply with Council policy, legislation and regulations;
- achieving customer satisfaction levels in line with national standards and best practice, to meet customer, partner, organisational and statutory requirements.
- Identify and take necessary action in relation to illegal/non-compliant work – enforcement and contravention.

Main Duties and Responsibilities:

1. Promote and deliver the right service, at the right time for the right cost.
2. Deliver and promote the health safety and welfare of people in and around buildings, in line with relevant legislation and regulations.
3. Effectively engage with site management, builders, external partners and applicants and Council staff at all stages of the building control process, to offer advice and ensure that all decisions and actions comply with the Council's policies, the requirements of the Building Regulations and/or associated legislation and regulations.
4. Provide guidance and advice on the roles and responsibilities to other Council departments, councillors, customers, agents, and members of the public.
5. Provide support and guidance to the Growth and Regeneration directorate on delivering their priorities/vision all in line with appropriate legislation and regulation.
6. Carry out appropriate inspections of all building work to ensure conformity with all appropriate regulatory requirements, working alone during all weathers, at heights with limited access arrangements and inspection of new and existing foul and surface water installations.
7. Assess compliance based on legislation, regulation, guidance and other relevant sources.
8. Manage, monitor, and resolve complex cases related to building control and the regulations ensuring compliance at all times.
9. Prepare reports and maintain records in line with current legislation on inspections, plan checks, site meetings and surveys.
10. Liaise with other departments, agencies, public bodies and the public to ensure coordination of work and compliance with the building regulations.
11. Provide 24 hour telephone/callout service giving advice and instructions on matters involving demolition/dangerous buildings to the emergency services, building owners and members of the public. Undertake safety inspections of grandstands etc in line with legislation and provide advice to the emergency services and other the City Council departments and the Licensing Committee, with regard to licensed entertainment and sporting events held on both private and Council owned sites.

12. Assist the Building Control Manager in promoting and marketing the Building Control Service, to support income generation and the delivery of the marketing strategy plan and participate in national initiatives and warranties to ensure that Local Authority Building Control is able to compete effectively against private sector providers.
 13. Work closely with other teams within Growth and Regeneration 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.
 14. Undertaken, maintain and record in line with current legislation continued professional development following The BICoF to maintain the relevant level/class with the BSR.
 15. Achieve customer satisfaction levels in line with national standards and best practice, to meet customer, partner, organisational and statutory requirements.
 16. 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. Prepare appropriate reports and attend Magistrates Court to present evidence on the Council's behalf when required.
 17. Administer data collection for relevant financial targets and performance outcomes for required national and local measures as defined in the service annual business plan and budget.
 18. 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.
 19. Evaluate new legislation, best practice, publications, recent court cases and research and make recommendations to the service and other relevant departments, of the potential impact and relevance to future service delivery.
 20. Effectively manage personal workload, play an active role in the Building Control Team and identify and achieve personal development opportunities.
- Generic Responsibilities : Flexibility Clause: Variation Clause:
- Carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- 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.
- 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 2024 **COMPLETED BY:** John Stubley