

# PETERBOROUGH



## Person Specification

<b>JOB TITLE:</b>	Senior Building Control Surveyor	<b>POST NO:</b>	002952/002959
<b>GRADE:</b>	12	<b>DEPARTMENT:</b>	Growth and Regeneration
<b>HOURS</b>	Full Time		
<b>DIVISION:</b>	Building Control	<b>EXECUTIVE DIRECTOR:</b>	Adrian Chapman
<b>DATE:</b>	June 2024	<b>COMPLETED BY:</b>	John Stubleby

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>• Process plans and inspect all types of building development in line with current legislation (W)</li><li>• Effective delivery of performance in line with local and national targets (A/I)</li><li>• Delivering high qualities services to both internal and external customers (A/I)</li><li>• Effective negotiation, 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>• Monitoring and management of caseloads relating to enforcement, contravention, demolition, and dangerous structures (A/I)</li><li>• Effective and accurate report writing and inspection record keeping (A/I)</li><li>• Ability to provide training and support to junior members of the team (shadowing and mentoring) (A/I)</li><li>• Effective in both working as an individual (own case load) and as part of a team (A/I)</li><li>• Ability to create ideas and implement new ways of promoting the service (A/I)</li></ul>	<ul style="list-style-type: none"><li>• EDRMS/GIS systems use (A/I)</li></ul>

	<ul style="list-style-type: none"> <li>• Broad range of IT skills including Building control and Planning Systems e.g. Uniform (A/I)</li> <li>• Use of equipment in line with surveying and assessing compliance – Theodolite, moisture meter, thermal imaging camera, laser measure, endoscope (AI)</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 4 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> <li>• Experience in HRBs and more complex commercial projects.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• HND/C or equivalent in related subject (A/D)</li> <li>• Membership of an appropriate professional body CABE, RICS, CIOB (A/D)</li> <li>• Class 2 Validation registered with the Building Safety Regulator (AI)</li> </ul>	<ul style="list-style-type: none"> <li>• Class 3 Validation registered with the Building Safety Regulator (AI)</li> <li>• Degree or equivalent in related subject area (AI)</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Full driving licence (A/D)</li> <li>• Vehicle and vehicle insurance (business use) available for work and site inspections (AI/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.]*