

Place, Communities and Enterprise

Planning & Building Control

**Principal Building Control Officer
Job Description and Person Specification**

March 2026

Job Description

Job Title:	Principal Building Control Officer
Service Area:	Place, Communities and Enterprise
Function:	Planning & Building Control
Team:	Building Control
Post number:	S003515
Grade:	LBR 14
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	Full Time 36 Hours pw
Base location:	Lynton House – Mainly office based with occasional travelling to sites.
Reports to: <i>Job title</i>	Building Control Manager
Responsible for: <i>Job titles of direct reports</i>	The management and development of Building Control Officers and such others as may be seconded or allocated from time to time, including contractors and/or consultants.
Role purpose and role dimensions: <i>Overview of the job</i>	<ul style="list-style-type: none"> • To lead and manage the workload of the Building Control service and ensure compliance in accordance with the Building Act 1984, Building Regulations and allied legislation and Council priorities. • To ensure the provision of a customer focused Building Control service which is fit for purpose and able to compete effectively with the private sector. • To monitor the performance of relevant team members and ensure execution of tasks within statutory timeframes and agreed action plans. • To give expert advice to customers and partners on the multiplicity of legislation that relates to the Building Control function. • To carry out enforcement duties where there is a failure to comply with the procedural requirements of the Building Regulations. • To effectively manage dangerous structures and demolitions and work as part of a multi-disciplinary team in emergencies. • To deputise for the Building Control Manager as required.
Key external contacts: <i>Organisations</i>	<p>Public, architects, surveyors, engineers, members, developers, agents, contractors, relevant Government departments, and local businesses.</p> <p>London Fire Brigade, Police, Thames Water Utilities and other Local Authority Building Control services.</p>
Key internal contacts: <i>Job titles or groups of staff</i>	Council teams including Housing, Planning, Capital, Highways, Community Safety, Environmental Health, Emergency Planning and Regeneration.

<p>Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i></p>	<p>Responsible for the safety, technical and communications equipment provided for the job role.</p> <p>At Building Control Officer and above, the following additional responsibilities would apply:</p> <p>Budgetary responsibility in the form of supporting the Building Control Manager.</p> <p>Meeting income targets through income generation.</p>
<p>Key areas for decision making:</p>	<p>Validation of applications submitted under the Building Regulations including fee charging.</p> <p>To assess plans and inspect works in progress for compliance with Building Regulations and allied legislation in accordance with competency level.</p> <p>Working on dangerous structures, Operational Standards Reporting procedures, Building Safety Levy, Higher Risk Notifications and BSR charging scheme</p> <p>Prioritisation and distribution of tasks to team members.</p> <p>At Building Control Officer and above, the following additional responsibilities would apply:</p> <p>Approval / Rejection of Full Plans applications in accordance with competency level.</p>

<p>Key accountabilities and result areas:</p>	<p>Key elements:</p>
<p>To lead and manage the workload of the Building Control service and ensure compliance in accordance with the Building Act 1984, Building Regulations and allied legislation and Council priorities.</p>	<p>This will involve:</p> <p>Providing direction and guidance to staff on key issues and matters of significance regarding relevant legislation and Council priorities.</p> <p>Direct responsibility for the management of relevant staff, contractors and consultants within the service, setting targets, monitoring performance and taking corrective action as required.</p> <p>To ensure that development and construction within the area of responsibility, results in buildings which are healthy and safe to use, conserve fuel and energy and are accessible to disabled people.</p> <p>To assist in the delivery of all building control support functions; devising and implementing appropriate systems, processes and training programmes to support the creation of a high-performance culture.</p> <p>To determine the validity of applications submitted and allocate to team members based on their competency to deal with the complexity of the scheme. Prepare documents and details for consultation with other services and statutory bodies.</p> <p>To take responsibility for the assessment of plans for complex schemes, particularly those with fire engineering solutions for means of escape in case of fire.</p> <p>Check allocated plans and resubmissions for compliance with the Building Regulations and allied legislation, including calculations in respect of structures and thermal efficiency. Liaise with agents in a constructive manner to assist with the approval of the schemes.</p> <p>To assess Initial Notices submitted by Approved Inspectors.</p> <p>To Approve or Reject Full Plans applications.</p> <p>To keep abreast of technological and regulatory changes within the building industry and providing training to the rest of the team.</p> <p>To inspect works in progress for compliance with Building Regulations and allied legislation.</p> <p>Make on-site decisions on a regular basis which can have major Health and Safety implications for the Authority.</p> <p>To ensure that all casework is correctly recorded to an appropriate standard of professional and administrative quality.</p> <p>Be aware of and ensure within the team the observance of statutory procedures and good professional practice in relation to the field of work.</p> <p>To deputise for the Building Control Manager as required.</p>

<p>To ensure the provision of a customer focused Building Control service which is fit for purpose and able to compete effectively with the private sector.</p>	<p>This will involve:</p> <p>Marketing the Building Control Service, developing partnership with clients ensuring a commercial approach to the business.</p> <p>Ensuring all relevant statutory processes are followed, and work is carried out to appropriate standards and in a timely fashion to meet statutory time frames and client satisfaction.</p> <p>To lead on timely and quality responses to complaints, member enquiries and FOI requests.</p> <p>To proactively pursue opportunities to attract new business to improve market share year on year.</p> <p>To seek and introduce discretionary services to enhance income.</p> <p>To create annual marketing and communications plans and carry out quarterly customer surveys with annual market research.</p> <p>Developing relationships with local agents and developers and formulating partnerships through the LABC partnership scheme.</p> <p>Liaison and working in partnership with LABC warranty to secure projects.</p>
<p>To monitor the performance of relevant team members and ensure execution of tasks within statutory and agreed action plans.</p>	<p>This will involve:</p> <p>Making use of applications of information technology to ensure appropriate data bases are in place to effectively manage the work.</p> <p>Develop, implement and monitor qualitative and quantitative performance indicators to measure the performance of individuals and the team.</p> <p>Manage performance in accordance with council guidelines and Building Control performance standards.</p> <p>To run and oversee a performance management through (1) monthly performance reports (2) monthly performance meetings (3) monthly 1-2-1's (4) performance reviews.</p> <p>To have annual training plans, CPD and PDP in place for all individuals to support the creation of a high-performance culture and professional development.</p> <p>Ensure complaints, member enquiries and FOI are dealt with in accordance with published standards and timescales.</p> <p>F. P. response in 15 days – 90%</p> <p>Site inspections same day – 95%</p> <p>Attend DS within 2 hours – 90%</p> <p>Demolition Notices 10 days – 90%</p> <p>Customer satisfaction (very / fairly satisfied) – 90%</p> <p>Market Share – 40%</p> <p>Income Target – 825k</p> <p>Responding to e-mails – 10 working days</p> <p>Returning phone calls – within 24 hours</p>

<p>To give expert advice to customers and partners on the multiplicity of legislation that relates to the Building Control function.</p>	<p>This will involve:</p> <p>To provide advice in all aspects of the building control function to Council members, relevant committees, local-residents and businesses and all prospective developers.</p> <p>To provide timely advice and relevant guidance on new developments with teams in Housing, Regeneration, Leisure, Children’s Services, Property Planning and Capital.</p> <p>To manage the provision of technical solutions on complex matters including advice and guidance to public, staff, members, developers and contractors on diverse issues such as construction, structural engineering, materials and legal obligations.</p>
<p>To carry out enforcement duties where there is a failure to comply with the procedural requirements of the Building Regulations.</p>	<p>This will involve:</p> <p>The investigation of unauthorised works in contravention of the Building Regulations and advising owners.</p> <p>To prepare documentation for owners and Legal Services with a view to taking proceedings if necessary.</p> <p>To maintain a general knowledge and keep up-to-date with legal requirements regarding PACE.</p> <p>Attend court hearings and give evidence as an expert witness in respect of proceeding being taken in respect of contraventions of Building Regulations.</p> <p>Deal politely and courteously with members of the public, complainants and builders, with an emphasis on ensuring self-safety in high-risk situations, particularly when carrying out lawful enforcement procedures involving formal cautioning and/or interviewing.</p>
<p>To effectively manage dangerous structures and demolitions and work as part of a multi-disciplinary team in emergencies.</p>	<p>This will involve:</p> <p>To be responsible for the management and be part of the 24hour on call rota for dangerous structures. To assess the dangers to the public and initiate suitable action, working alongside enforcement agencies and the dangerous structures framework contractor.</p> <p>To ensure that the demolition of buildings is carried out in ways which does not prejudice the safety of the public and strictly in accordance with the relevant legislation.</p> <p>To participate in emergency situations with the Redbridge Major Incident Plan (REDMIP) team.</p> <p>Liaison with the emergency services in the event of serious incidents, accidents and dangerous structures.</p> <p>Consultation and liaison with other local authorities for co-ordination of serious incidents/threats.</p>
<p>To deputise for the Building Control Manager as required.</p>	<p>This will involve:</p> <p>Deputise in the performance of all the tasks in the absence of the Building Control Manager or as required.</p> <p>Supervise officers work who have not achieve the relevant classes</p>

General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <p>Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In Building Control, it will be necessary to demonstrate that development and construction results in buildings which are healthy and safe to use, conserve fuel and power in compliance with the Building Regulations and other allied legislation. Additionally, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.</p>
Data Protection/Confidentiality	<p>This will involve:</p> <p>Complying with the Data Protection Act 2018 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles.</p> <p>Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures.</p> <p>Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.</p>
Conduct and Whistleblowing	<p>This will involve:</p> <p>Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.</p>
Safer Working	<p>This will involve:</p> <p>Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.</p>
Equalities	<p>This will involve:</p> <p>Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.</p> <p>Specifically, in Building control ensuring that buildings are accessible to people with disabilities.</p>
Customer Care	<p>This will involve:</p> <p>Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.</p>
Health and Safety	<p>This will involve:</p> <p>Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.</p>

To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <p>Taking responsibility for continuing self-development and participating in training and development activities. Participating in the ongoing development, implementation and monitoring of the service plans. Supporting and contributing to value for money, service efficiencies and improvements.</p>
Flexibility	<p>This will involve:</p> <p>The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your grading level and competence.</p>

Person Specification

Job Title:	Principal Building Control officer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	<ul style="list-style-type: none"> • BSCF Accreditation: <ul style="list-style-type: none"> - Class 1 for Trainee Building Control Officer - Class 2 Category A for Building Control Officer - Class 2 Categories A-F for Senior Building Control Officer - Class 2 Categories A-F for Principal Building Control Officer - Class 3 Categories G-H for Principal Building Control Officer <li style="margin-left: 20px;">, or equivalent accreditation level through other recognized bodies (e.g. CABE) • Corporate Membership / Associate membership of RICS, ABE or equivalent as applicable • Relevant qualification or Diploma / Degree 	A - I	3
		A - I	3
		A - I	3

Minimum experience/ knowledge/ skills:	<ul style="list-style-type: none"> • Extensive post-qualification experience in Building Control • Able to lead a team of Building Control Officers • Able to drive a car, have a car for Council use with appropriate licence and insurance • Able to supervise demolition works • Full working knowledge of the Building Regulations and allied legislation • Full working knowledge of C.D.M. Regulations • Working knowledge of Local Authority system • Attendance at Dangerous Structures as applicable, including on out of hours dangerous structures rota • Able to deputise for the Building Control Manager 	<p>A - I</p> <p>A - I</p> <p>A - I</p> <p>A - I</p> <p>A - I</p> <p>A - I</p> <p>A - I</p> <p>A - I</p> <p>A - I</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>2</p> <p>3</p> <p>3</p>
Professional and Technical	<ul style="list-style-type: none"> • Engages in continuous development activities, thus responding to constant changes caused by internal and external factors and developments in own job area. • Considers own career development options periodically in conjunction with the supervisor/line manager; makes informed choices about possibilities and development needed. • Has sufficient knowledge of broader context in which own professional/technical function is applied to perform effectively in own job area. 	<p>A - I</p> <p>A - I</p> <p>A - I</p>	<p>3</p> <p>3</p> <p>3</p>
Self-Awareness and Control	<ul style="list-style-type: none"> • Manages time and prioritises work in an effective and productive way. • Maintains high ethical standards both personally and professionally, shows integrity and is reliable and trustworthy. 	<p>A - I</p> <p>A - I</p>	<p>3</p> <p>3</p>
Interpersonal Skills	<ul style="list-style-type: none"> • Co-operates and works well with others in the pursuit of team goals, sharing information and supporting others. • Communicates orally in a manner which is clear, fluent, concise and appropriate, and which holds people's attention both in groups and in one-to-one situations, encouraging feedback as appropriate. • Produces written communications which are clear, fluent, concise and jargon-free and readily understood by the recipient. • Able to access and communicate information through information technology. 	<p>A - I</p> <p>A - I</p> <p>A - I</p> <p>A - I</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p>

Customer/Client Orientation	<ul style="list-style-type: none"> • Seeks out and listens to the needs/views of a wide range of customers/clients. • Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid unwitting discrimination. • Provides services which have been designed to meet customer needs and expectations, and which conform to the highest professional standards, within a framework of accountability to stakeholders. • Seeks regular feedback from customers about services provided and uses this to undertake/recommend continuous improvement to services. • Understands the demands and approach of private sector organisations. • Promotes and gives a positive image of both the Council and own Service. 	<p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">2</p> <p style="text-align: center;">3</p>
Personal Effectiveness and Self-Development	<ul style="list-style-type: none"> • Is adaptable and receptive to new ideas and willing and able to adjust to new work demands and circumstances. • Seizes opportunities and takes the initiative in moving things along in a positive way. • Consistently seeks out and acts upon feedback on own performance, adopting a 'learning attitude' to all work activities. • Is self-reflective and acts to enhance performance accordingly. • Takes responsibility for own development, actively pursuing learning and (career) development opportunities. • Demonstrates knowledge and awareness of personal responsibilities in the areas of risk management and health, safety and welfare, both in terms of self and others 	<p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p> <p style="text-align: center;">A - I</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p>

Leadership	<ul style="list-style-type: none"> Leads 'by example' and is visible in doing so. 	A-I	3
	<ul style="list-style-type: none"> Scans the environment within which self and team work for opportunities and risks/threats to the service. 	A-I	3
	<ul style="list-style-type: none"> Provides staff with a clear sense of vision and direction, and can generate excitement for a course of action. 	A-I	3
	<ul style="list-style-type: none"> Obtains and organises resources (budgets, people etc.) to enable projects to proceed, and acts to remove obstacles to progress. 	A-I	3
	<ul style="list-style-type: none"> Champions new initiatives in support of strategic goals, encourages others to change, and negotiates and implements change successfully. 	A-I	3
	<ul style="list-style-type: none"> Understands and promotes frameworks which help shape thinking and generate positive changes, such as Investors in People (IIP). 	A-I	3
	<ul style="list-style-type: none"> Understands and uses recognised techniques associated with change processes, including the need for regular, timely and honest communications with staff through a variety of media, risk management strategies. 	A-I	3

Managing and developing people	<ul style="list-style-type: none"> • Uses a structured approach (such as a performance review scheme) to agree clear and challenging objectives and appropriate timescales with staff and monitors progress on tasks and projects in a positive way. • Prioritises work and allocates resources to support priorities. • Delegates work as appropriate, finding the right balance between 'letting go' and providing the necessary level of support. • Enthuses others, promoting a clear sense of purpose and a positive attitude to work in individuals and teams. • Fosters team working by recognising and using the diversity of individuals in a collaborative way, generating a culture of 'caring' for each other and fostering a strong desire to succeed. • Communicates in an open and honest way, encouraging two-way constructive feedback covering both positive and more difficult issues. • Shares information with staff in an open and timely way. • Uses structured systems such as the performance review/staff development scheme for agreeing individuals' development needs, and provides appropriate development inputs and evaluates outcomes. • Takes a personal involvement in staff development (such as coaching). • Acts to resolve grievance, disciplinary and performance issues speedily and effectively within agreed policy guidelines, to prevent damage to team 	<p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p> <p style="text-align: center;">A-I</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p>
Special conditions:	<ul style="list-style-type: none"> • Able to access or drive a car/have a car for Council use with appropriate licence and insurance • Able to work evenings and weekends, including participating in the Out of Hours Dangerous Structures rota (other than Trainee Building Control Officer) <p>This post has been designated as safety critical, in accordance with the Council's Alcohol, Drugs and Substance Misuse Policy. Employees in designated Safety Critical roles are prohibited from consuming alcohol at any time during their normal working hours, including breaks and when on-call.</p>		