London Borough of Redbridge

Regeneration and Culture
Job Description and Person Specification

Career Grade & Career Route for Building Control* for;

- **Senior Building Control Officer**

January 2025

Job Description

Operation of the Career Grades

These roles are designed to offer a career progression route for employees once they are employed within the service.

Progression beyond the role appointed, will be dependent on a vacant post, funding availability and satisfactory performance and is not guaranteed.

Please ensure you set out and evidence in your application how you meet the criteria.

Job Title:	Senior Building Control Officer
Department:	Place, Communities and Enterprise Directorate
Function:	Planning & Building Control
Team:	Building Control
Post number:	PL0041
Grade:	Senior Building Control Officer LBR12
Hours/weeks: *E.g. 36 hours/52.14 weeks*	Full Time 36hrs pw
Base location:	Lynton House
Reports to: *Job title*	Building Control Manager, Principal Building Control Officer
Responsible for: *Job titles of direct reports*	No direct management, but Senior Building Control Officer will be expected to supervise junior officers in Building Control team
Role purpose and role dimensions: *Overview of the job*	• To 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 prioritise and ensure the performance and execution of tasks are achieved 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, including out-of-hours.

Key external contacts: *Organisations*	• Public, architects, surveyors, engineers, members, developers, agents, contractors, relevant Government departments, and local businesses. • London Fire Brigade, Building Safety Regulator, Police, Thames Water Utilities and other Local Authority Building Control services.
Key internal contacts: *Job titles or groups of staff*	• Council teams including Housing, Planning, Capital, Highways, Community Safety, Environmental Health, Emergency Planning and Regeneration
Financial dimensions: *Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.*	• Responsible for the safety, technical and communications equipment provided for the job role. • **At Building Control Officer and above, the following additional responsibilities would apply:** • Budgetary responsibility in the form of supporting the Building Control Manager. • Meeting income targets through income generation.
Key areas for decision making:	Validation of applications submitted under the Building Regulations including fee charging. To assess plans and inspect works in progress for compliance with Building Regulations and allied legislation in accordance with competency level. Working on dangerous structures, Operational Standards Reporting procedures, Building Safety Levy, Higher Risk Notifications and BSR charging scheme **At Building Control Officer and above, the following additional responsibilities would apply:** Approval / Rejection of Full Plans applications in accordance with competency level.

Other considerations: *E.g. working patterns* **To 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.**	**This will involve:** 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. To assist in the delivery of all building control support functions; systems, processes and training programmes to support the creation of a high-performance culture. 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. Prepare plans, documents and details for consultation with other statutory services as necessary. To inspect works in progress for compliance with Building Regulations and allied legislation. To deal with their assigned caseload without supervision. Make on-site decisions on a regular basis which can have major Health and Safety implications for the Authority. To ensure that all casework is correctly recorded to an appropriate standard of professional and administrative quality. Be aware of statutory procedures and good professional practice in relation to the field of work. To keep abreast of technological and regulatory changes within the building industry and providing training to the rest of the team.
At Building Control Officer and above, the following additional responsibilities would apply:	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. 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. To Approve or Reject Full Plans applications.

Key accountabilities and result areas:	Key elements:
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. **At Building Control Officer and above, the following additional responsibilities would apply:**	**This will involve:** **This will involve:** Marketing the Building Control Service, developing partnership with clients ensuring a commercial approach to the business. 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. To lead on timely and quality responses to complaints, member enquiries and FOI requests. To proactively pursue opportunities to attract new business to improve market share year on year. To assist in the formulating annual marketing and communications plans and quarterly customer surveys with annual market research. Developing relationships with local agents and developers and formulating partnerships through the LABC partnership scheme to increase income. Liaison and working in partnership with LABC warranty to secure projects.
To prioritise and ensure the performance and execution of tasks are achieved within statutory timeframes and agreed action plans.	**This will involve:** Making use of applications of information technology to effectively manage the work. Manage performance in accordance with council guidelines and Building Control performance standards. To engage and maintain performance management through (1) monthly performance reports (2) monthly performance meetings (3) monthly 1-2-1's (4) performance reviews. To maintain annual training plans, CPD and PDP to support the creation of a high-performance culture and ensure professional development. Ensure complaints, member enquiries and FOI are dealt with in accordance with published standards and timescales. F. P. response in 15 days – 90% Site inspections same day – 95% Attend DS within 2 hours – 90% - **At Building Control Officer and above** Demolition Notices 10 days – 90% - **At Building Control Officer and above** Customer satisfaction (very / fairly satisfied) – 90% Market Share – 40% Income Target – 825k Responding to e-mails – 10 working days Returning phone calls – within 24 hours

To give expert advice to customers and partners on the multiplicity of legislation that relates to the Building Control function. **At Building Control Officer and above, the following additional responsibilities would apply:**	**This will involve:** To provide advice in all aspects of the building control function to Council members, relevant committees, local-residents and businesses and all prospective developers. To provide timely advice and relevant guidance on new developments with teams in Housing, Regeneration, Leisure, Children's Services, Property Planning and Capital. 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.
To carry out enforcement duties where there is a failure to comply with the procedural requirements of the Building Regulations. **At Building Control Officer and above, the following additional responsibilities would apply:**	**This will involve:** The investigation of unauthorised works in contravention of the Building Regulations and advising owners. To maintain a general knowledge and keep up-to-date with legal requirements regarding PACE. To prepare documentation for owners and Legal Services with a view to taking proceedings if necessary. Attend court hearings and give evidence as an expert witness in respect of proceeding being taken in respect of contraventions of Building Regulations. 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.
To effectively manage dangerous structures and demolitions and work as part of a multi-disciplinary team in emergencies. **At Building Control Officer and above**	**This will involve:** To 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. 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. To participate in emergency situations with the Redbridge Major Incident Plan (REDMIP) team. Liaison with the emergency services in the event of serious incidents, accidents and dangerous structures. Consultation and liaison with other local authorities for co-ordination of serious incidents/threats.
General accountabilities and responsibilities	

Green Statement	**This will involve:** ▪ 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 particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	**This will involve:** ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ 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. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	**This will involve:** ▪ 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.
Safer Working	**This will involve:** ▪ 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 Disclosure and Barring Service (DBS) check and references will be taken up prior to interview.
Equalities	**This will involve:** ▪ 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 undertaken any appropriate training and to challenge any prejudice and discrimination.
Customer Care	**This will involve:** ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	**This will involve:** ▪ 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.

To contribute as an effective and collaborative member of the team	**This will involve:** ▪ 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.
Flexibility	**This will involve:** ▪ 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 the grading level and competence.

Person Specification

Job Title:	**Trainee, Building Control and Senior Building Control Officer**		
	Method of candidate assessment: A = Application form I = Interview T = Test. *Weighting: 3 = most important, 2 = least important*	**A - I – T**	Weighting
Minimum education/ qualifications:	• BSCF Accreditation: – 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 , or equivalent accreditation level through other recognized bodies (e.g. CABE)	**A – I**	**3**
	• Corporate Membership / Associate membership of RICS, ABE or equivalent as applicable	**A – I**	**3**
	• Relevant qualification or Diploma / Degree	**A - I**	**3**
Minimum experience/ knowledge/ skills:	• Substantive / Extensive post-qualification experience in Building Control	**A – I**	**3**
	• Able to supervise demolition works as applicable	**A – I**	**3**
	• Full working knowledge / knowledge of the Building Regulations and allied legislation	**A – I**	**3**
	• Full working knowledge of C.D.M. Regulations	**A – I**	**3**
	• Working knowledge of Local Authority system	**A – I**	**2**
	• Attendance at Dangerous Structures as applicable, including on out of hours dangerous structures rota (other than Trainee Building Control Officers)	**A – I**	**3**

Minimum competencies: **Professional and Technical**	• 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.	**A - I** **A - I** **A - I**	**3** **3** **3**
Self-Awareness and Control	• 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	**A - I** **A - I**	**3** **3**
Interpersonal Skills	• 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.	**A - I** **A - I** **A - I** **A - I**	**3** **3** **3** **3**

Customer/Client Orientation	• Seeks out and listens to the needs/views of a wide range of customers/clients.	**A - I**	**3**
	• Is constantly mindful of equality and diversity issues in providing services, and seeks to avoid unwitting discrimination.	**A - I**	**3**
	• 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.	**A - I**	**3**
	• Seeks regular feedback from customers about services provided and uses this to undertake/recommend continuous improvement to services.	**A - I**	**3**
	• Understands the demands and approach of private sector organisations.	**A - I**	**2**
	• Promotes and gives a positive image of both the Council and own Service.	**A -I**	**3**
Personal Effectiveness and Self-Development	• Is adaptable and receptive to new ideas and willing and able to adjust to new work demands and circumstances.	**A - I**	**3**
	• Seizes opportunities and takes the initiative in moving things along in a positive way.	**A - I**	**3**
	• Consistently seeks out and acts upon feedback on own performance, adopting a 'learning attitude' to all work activities.	**A - I**	**3**
	• Is self-reflective and acts to enhance performance accordingly.	**A - I**	**3**
	• Takes responsibility for own development, actively pursuing learning and (career) development opportunities.	**A - I**	**3**
	• 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	**A - I**	**3**

Leadership	• Leads 'by example' and is visible in doing so.	**A-I**	**3**
	• Scans the environment within which self and teamwork for opportunities and risks/threats to the service.	**A-I**	**3**
	• Provides staff with a clear sense of vision and direction and can generate excitement for a course of action.	**A-I**	**3**
	• Obtains and organises resources (budgets, people etc.) to enable projects to proceed, and acts to remove obstacles to progress.	**A-I**	**3**
	• Champions new initiatives in support of strategic goals, encourages others to change, and negotiates and implements change successfully.	**A-I**	**3**
	• Understands and promotes frameworks which help shape thinking and generate positive changes, such as Investors in People (IIP).	**A-I**	**3**
	• 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	• 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.	**A-I**	**3**
	• Prioritises work and allocates resources to support priorities.	**A-I**	**3**
	• Delegates work as appropriate, finding the right balance between 'letting go' and providing the necessary level of support.	**A-I**	**3**
	• Enthuses others, promoting a clear sense of purpose and a positive attitude to work in individuals and teams.	**A-I**	**3**
	• 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.	**A-I**	**3**
	• Communicates in an open and honest way, encouraging two-way constructive feedback covering both positive and more difficult issues.	**A-I**	**3**
	• Shares information with staff in an open and timely way.	**A-I**	**3**
	• Uses structured systems such as the performance review/staff development scheme for agreeing individuals' development needs, and provides appropriate development inputs and evaluates outcomes.	**A-I**	**3**
	• Takes a personal involvement in staff development (such as coaching).	**A-I**	**3**
	• Acts to resolve grievance, disciplinary and performance issues speedily and effectively within agreed policy guidelines, to prevent damage to team	**A-I**	**3**
Special conditions:	• Able to access or drive a car/have a car for Council use with appropriate licence and insurance	A-I	**3**
	• Able to work evenings and weekends, including participating in the Out of Hours Dangerous Structures rota (other than Trainee Building Control Officer)	A-I	**3**
	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.		