

Planning and Regeneration

Senior Building Control Officer Job Description and Person Specification

September 2013

Job Description

Job Details & Role Purpose

Role Title:	Senior Building Control Officer
Role purpose:	To administer the requirements of the Building Act 1984. To ensure that all building work taking place in an area of the borough complies with the Building Regulations and allied legislation. To carry out enforcement duties where there is a failure to comply with the procedural and technical requirements of the Building Regulations. To deal with Dangerous Structures and Demolitions. To give expert advice to customers and partners on the multiplicity of legislation that relates to the Building Control function.
Service Area:	Planning and Regeneration
Function:	Building Control
Team:	North / South
Reports to:	Principal Building Control Officer / Team Leader
Responsible for:	No direct line management but may supervise less qualified members of staff on occasion.
Key internal contacts:	Development Management, Enforcement, Planning Policy, Building Surveyors, Architects, Highways, Community Safety Teams and Members.
Key external contacts:	Fire Brigade, Thames Water Utilities, Other Local Authority Building Control sections in respect of partnership working.
Grade:	LBR11
Contract hours/weeks:	(Full Time: 36 hours; 52.14 weeks)
Principal work location:	Town Hall
Financial dimensions:	None
Post number:	PL0036, PL0037, PL0038, PL0039, PL0040

Key Accountability & Result Areas

Heading	Accountability Statement
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<p>To be responsible for a designated area of the borough providing a customer focused Building Control service to ensure building work is carried out in compliance with the Building Regulations and allied legislation</p>	<p>Be responsible for an area within the borough and demonstrate that they are capable of conducting a caseload within their area without supervision and that they are able to work independently and able to prioritise and deal with a varied and changing workload, over a wide range of activities.</p> <p>Calculate the value of the relevant work, including checking against the estimate supplied, in respect of Building Regulation fees, and indicating the amount of fee required for the application and inspection fees for Full Plans, Building Notices and Regularisation applications.</p> <p>Examine plans, details and specifications submitted with Building Regulation applications for compliance with the multiplicity of legislation that relates to the Building Control function. Prepare schedules of amendments in respect of the contravention of the Building Regulations or additional information required. Correspond, discuss, negotiate and liaise with Architects, Surveyors, Contractors, Developers and Owners and assist them in achieving compliance with the Building Regulations and allied legislation.</p> <p>Due to changes in legislation, Building Control Officer is now the lead on means of escape in case of fire for all buildings. The post holder is now expected to make personal judgement, when giving decisions on behalf of the Council, which would have a wide-ranging implication on the Authority. The post holder is therefore expected to demonstrate a high degree of professional integrity and discipline in performance of these duties.</p> <p>Prepare plans, documents and details for consultation with other Services and other statutory bodies as necessary.</p> <p>Prepare detailed calculations for fire engineering solutions for means of escape in case of fire to complex buildings, e.g. multiplex cinemas, hotels etc. Evaluate the design criteria with the array of British Standards, Codes of Practice and other technical data to come up with a fire engineered solution.</p> <p>Prepare detailed calculations to evaluate the structural capabilities of foundations and/or elements of structure, including structural beams and columns. 'U' values for part L for the conservation of fuel and power, and the ability to use trade-off calculations to allow flexibility in construction and give advice to applicants, architects and agents. Check of heat loss calculations both manually and with computer programmes.</p> <p>Inspect works in progress for compliance with Building Regulations and allied legislation, approved plans, relevant British Standards and Codes of Practice and good building practice, particularly those proposals with DIY elements or work undertaken on Building Notice applications.</p> <p>Liaise with structural engineers, when their services are required, and to evaluate their comments to ensure they are carried out in the construction process.</p> <p>Make on-site decisions on a regular basis that can have major cost and health and safety implications for the Authority.</p> <p>Complete and maintain up-to-date and accurate records of site inspections, using computer technology and report to senior officers on actions and events, identifying progress difficulties and solutions, achievements and variations from expectations, together with action taken or proposed to retrieve, secure or maintain progress.</p>
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An established level of knowledge and experience to carry out general duties on larger projects.

Able to demonstrate that they are capable of dealing with their assigned caseload without supervision.

Identify and report deviations from the terms of a planning permission apparent when making an inspection.

Liaise with and advise Housing Grant technical staff in respect of commencement and completion of Building Regulations works where the property is the subject of a grant application. Whenever possible, carry out inspections, including advising where work is satisfactory from a Building Regulations aspect in order that grant monies can be released.

Report to superiors on actions and events, identifying progress, difficulties and solutions, achievements and variations from programmes, together with action taken or proposed to retrieve, secure or maintain progress.

Keep abreast of technological changes of site work and workmanship within the building industry.

Work toward obtaining a thorough knowledge of all relevant legislation and observe statutory procedures and good professional practice in relation to the field of work.

The post holder will have regular contact with officers in Development Management, Conservation, Public Protection, Highways, Housing, Property Services and Legal Services.

Uphold and comply with the statutory provisions of the Health and Safety at Work 1974 Act and other relevant legislation or Council's policies and procedures relating to Health and Safety.

Advise builders and untrained personnel of dangerous situations.

As instructed, facilitate informally between neighbours and members of public when disputes occur and try to resolve to a satisfactory conclusion if possible.

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.

Actively promote Local Authority Building Control and encourage persons to use the service so that we can generate income for the service. This will include involvement in trying to obtain partnership schemes.

As instructed, give advice and detailed information to public bodies other than authorities on information held.

The post holder will be expected to monitor and maintain their workload to ensure they achieve compliance with nationally and locally set performance standards.

Deal with multi-million pound projects and make decisions on site dealing with design issues and problems.

<p>Carry out enforcement duties where there is a failure to comply with the procedures and technical requirements of the Building Regulations</p>	<p>At all times, be alert for possible contraventions of the Building Regulations and report for investigation any possible breaches that are observed.</p> <p>Inspect properties in respect of works being carried out in contravention of Building Regulations, e.g. without approval or application, or as a result of complaints. Advise owners, etc. on procedures.</p> <p>To accurately record all aspects of investigation, including taking photographs where appropriate.</p> <p>Prepare documentation in relation to Building Regulations for owners and Legal Services with a view to taking proceedings if necessary.</p> <p>Prepare Notices of Contravention.</p> <p>Prepare and give expert advice in relation to the work undertaken, whether to Council Committees or Members, Public Inquiries, central government, courts of law, other organisations, other Council staff, public meetings, or individual members of the public.</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 and enforcement of dangerous structure notices.</p> <p>Maintain a general knowledge and keep up-to-date with legal requirements with regard to PACE (Police and Criminal Evidence Act 1984).</p> <p>On receipt of a Notice under Section 80 of the Building Act 1984, assist in visiting sites where demolition works are proposed to be carried out and ascertain whether a Notice under Section 81 of the Building Act is to be counter served. Prepare necessary Notice, informing all statutory undertakings and other councils' departments. Visit the site during demolition to ascertain the works are being carried out in a satisfactory manner, including all Health and Safety implications.</p> <p>Advise of environmental conditions on demolitions and on building sites with hazards associated with checking work under construction, the examination of dangerous building and/or structures, or the demolition.</p> <p>Attend, inspect, decide on works required to remove danger to the public as a result of dangerous buildings or structures, taking special care when this involves placing yourself at risk, to ascertain the full extent of damage and remedial works. In major cases, or where extensive works are required immediately, request the attendance of the Team Leader or Head of Building Control.</p>
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Other duties / requirements	<p>Keep abreast of improvements in IT and must be conversant with, and have knowledge of such systems and must be willing to adopt such practices to keep the section running efficiently and effectively.</p> <p>The Building Control Service has a Customer Care Policy in which all members of staff are required to participate. The post holder will be expected to satisfy the requirement of enhancing this policy.</p> <p>Keep abreast of improvements in IT and must be conversant with, and have knowledge of such systems and must be willing to adopt such practices to keep the section running efficiently and effectively.</p> <p>The post holder will have obtained a Degree or its equivalent in a suitable building based qualification allowing them to be eligible to obtain a suitable professional based qualification (e.g. Royal Institute of Chartered Surveyors, Association of Building Engineers etc.).</p> <p>The post holder will be expected to make every effort to obtain a suitable professional based qualification (e.g. Royal Institute of Chartered Surveyors, Association of Building Engineers etc.). The post holder will be expected to satisfy the requirements of their professional bodies in relation to Continual Professional Development and ascertain the statutory minimum level by attending, as appropriate, seminars, training sessions, to keep up the minimum requirement to carry out their function.</p> <p>Specialise in subjects appropriate to ensure greater knowledge and expertise than our competitors to maintain our unique and prominent position with regard to our competitors.</p> <p>The post holder will be expected to dress in a professional manner for contact with members of the public, building contractors, surveyors and architects, when advising them on related building control practices and agreeing solutions on behalf of the authority.</p> <p>Other assignments, duties and studies appropriate to the grading of the post, including deputising for Team Leader and covering for other Senior Building Control Officers.</p>
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General accountabilities and responsibilities

Green Statement	Contributing to the achievement of 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) .
Data Protection/ Confidentiality	<p>Undertaking all work in line with Council policy and standards to ensure that services meet legislative requirements and the expectations of the public and maintain a good reputation. Specifically including:</p> <ul style="list-style-type: none"> • Ensuring all information acquired through your employment, both formally and informally, is treated in accordance with Data Protection requirements and Caldicott principles. • Ensuring client records and archive systems are maintained in accordance with departmental procedure, policy and statutory requirements. • Ensuring compliance with the Code of Conduct and practice guidelines, rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures.
Conduct and Whistleblowing	<p>Assist in the maintenance of high standards of personal conduct, honesty and integrity in line with the requirements of the Code of Conduct and Whistleblowing policies.</p> <ul style="list-style-type: none"> • Employees have a duty to raise any impropriety or breach of procedure to the appropriate level of management. • Employees making disclosures are protected and may make them without recrimination.
Safer Working	Ensure the safeguarding and promoting the welfare of children, young people and vulnerable adults.
Equalities	Comply 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.
Customer Care	Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	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.
Team Working	<p>To contribute as an effective and collaborative member of the team, to:</p> <ul style="list-style-type: none"> • Take responsibility self-development and participating in development activities. • Participate in the on-going development and monitoring of the service plans. • Support and contribute to value for money, service efficiencies and improvements.
Flexibility	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 Role Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Senior 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:	Building related BTEC Higher Diploma / Degree.	A-I	3
	Corporate Member of RICS, ABE or equivalent.	A-I	3
Minimum experience/ knowledge/ skills:	Extensive experience of working in building control.	A-I	3
	Full working knowledge of Building Regulations and allied legislation.	A-I	3
	Full working knowledge of CDM Regulations.	A-I	3
	Able to give advice to members of the public and professional clients with good customer care skills.	A-I	3
	Able to communicate in an effective manner.	A-I	3
	Able to work with computer systems.	A-I	3
	Able to give instructions and supervise the making safe of dangerous structures.	A-I	3
	Able to supervise demolition work.	A-I	3
	Awareness of Health and Safety issues.	A-I	3

<p>Minimum competencies:</p> <p>Professional and Technical</p>	<p>Possesses, or is studying for, qualifications relevant to the competent performance of the job.</p> <p>Possesses the necessary experience, or is actively gaining it in a planned way, in order to undertake the role effectively.</p> <p>Engages in continuous development activities, thus responding to constant changes caused by internal and external factors and developments in own job area.</p> <p>Maintains a position at the leading edge of own professional/technical function, applying this effectively within the organisation.</p> <p>Considers own career development options periodically in conjunction with the supervisor/line manager; makes informed choices about possibilities and development needed.</p> <p>Keeps abreast of what colleagues in similar roles in other organisations are doing, networking and adopting ideas as appropriate.</p> <p>Has sufficient knowledge of broader context in which own professional/technical function is applied to perform effectively in own job area.</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>2</p> <p>2</p> <p>2</p> <p>3</p> <p>2</p> <p>3</p>
<p>Self-Awareness and Control</p>	<p>Demonstrates awareness of own personal strengths and weaknesses, understands how these impact on others and takes action to modify own behavior accordingly.</p> <p>Manages time and prioritises work in an effective and productive way.</p> <p>Manages own stress, remaining objective and stable in stressful situations, and accepting criticism without becoming hostile or over-defensive.</p> <p>Maintains high ethical standards both personally and professionally; shows integrity and is reliable and trustworthy.</p> <p>Displays tenacity in coping with disappointments and setbacks and perseveres in the face of adversity.</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>

Interpersonal Skills	Shows consideration, concern and respect for other people's feelings and opinions; is a good listener and displays 'empathy'.	A-I	3
	Co-operates and works well with others in the pursuit of team goals, sharing information and supporting others.	A-I	3
	Establishes and maintains constructive and open relationships with a wide range of people, achieving positive shared outcomes and sharing feedback.	A-I	2
	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.	A-I	3
	Produces written communications which are clear, fluent, concise and jargon-free and readily understood by the recipient.	A-I	3
	Able to access and communicate information through information technology.	A-I	3
Customer/Client Orientation	Seeks out and listens to the needs/views of a wide range of customers/clients.	A-I	3
	Considers the implications of customer/client views on business plans and services being provided, and modifies/recommends changes to these as appropriate.	A-I	3
	Develops clear customer service standards and ensures that self and other staff members work to these.	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	3
	Promotes and gives a positive image of both the Council and own Service.	A-I	3

Personal Effectiveness and Self-Development	Displays a high level of commitment in achieving required goals and objectives, and shows a capacity for sustained effort and performance.	A-I	3
	Is adaptable and receptive to new ideas and willing and able to adjust to new work demands and circumstances.	A-I	3
	Displays assertiveness and independence of thought and action within agreed boundaries.	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 takes action 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
Special conditions:	<p>Able to provide a car for Council business with appropriate licence and insurance.</p> <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>	A I	3
Signature of Employee:	Name:	Date:	