



Job Title: Building Control Senior Surveyor  
Post no: TBC

## **BCP Council JOB DESCRIPTION**

**SERVICE UNIT:** Transport and Engineering – Building Control  
**JOB TITLE:** Senior Building Control Surveyor  
**POST NO:** TBC  
**GRADE:** Band J  
**RESPONSIBLE TO:** Building Control Team Leader

### **MAIN PURPOSES**

Provide, under the general direction of the Building Control Manager and supervision of a Team Leader, efficient, effective and professional Building Control services to ensure that controlled works and related matters are carried out in accordance with statutory requirements and having regard to the Council's values and the Service's policies, standards and procedures.

To provide professional advice and actions that meet the needs and expectations of both internal and external customers, ensuring clients receive a quality service which delivers outcomes to their requirements and enhances the reputation of the Council.

### **MAIN RESPONSIBILITIES**

1. Administer and control building works to ensure compliance with the Building Regulations and associated legislation. Carry out site inspections and supervision, implementing any formal or informal actions as may be required, and maintain accurate and detailed records of all inspections.
2. Within the statutory framework and the Council's values:
  - Interpret and apply requirements relating to the Building Regulations and associated legislation.
  - Be responsible for the application of appropriate enforcement measures when necessary.
  - Provide professional advice to satisfy both internal and external customer needs.
3. Promote the use of the Council's building control service through expeditious and efficient service delivery, marketing, stakeholder engagement, training and identifying opportunities to extend, improve or enhance the service.
4. Participate in the implementation and auditing of the LABC Quality Management System (QMS) to ensure quality controlled activities are consistently carried out in accordance with adopted procedures.
5. Undertake professional duties, as appropriate and necessary, to ensure the efficient, effective, economic and equitable delivery of the service. These duties include:
  - a) Assessment and determination of submissions for compliance with Building Regulations, The Building Act and allied legislation.
  - b) Inspection of building work for conformity with the above-mentioned legislation.
  - c) Production and maintenance of detailed, accurate records and the preparation of any appropriate correspondence and reports.

- d) Initiation of appropriate enforcement action, when found necessary, to achieve the Council's duties, and the preparation of documents, and attendance at court in relation to any legal proceedings.
  - e) Providing professional advice and assistance to the Service's customers, consumers and clients (both internal and external);
  - f) As appropriate, consulting with relevant statutory bodies and agencies.
  - g) Carrying out inspections, making records and initiating appropriate action in respect of the following activities:
    - i. Dangerous structures
    - ii. Demolitions
    - iii. Fire safety
    - iv. Energy efficiency and other public safety issues
    - v. Access provisions for disabled people
    - vi. Consultation and administration of overlapping duties with other Council Services, agencies and organisations
6. Participate in the initial examination, interpretation and consideration of submissions made to the Service, to ensure that:
- a) Estimates provided in respect of submissions are appropriate for the proposed building work.
  - b) Payments made or due with any such submission are calculated in accordance with the charges/fees levied for the delivery of the service.
  - c) Initiate correspondence to deal with the quotation and payment of charges/fees so that submissions can be registered and processed.
  - d) Monitor works during construction to ensure that the scope of work being undertaken is appropriate to the description and for the charge applied.
7. Ensure the integrity and security of data and information that is held in connection with the delivery of the service.
8. Assist in the identification and introduction of procedures aimed at maximising efficiency, effectiveness, economy and competitiveness of the service.
9. Implement new and amended procedures, administrative task, duties and standard letters that have been agreed by the Management Team.
10. Maintain service level output in accordance with legislative requirements, performance standards, targets and indicators.
11. Participate in staff development appraisals at appropriate intervals, in accordance with the Council's Appraisal Scheme and associated performance standards and development requirements.
12. Undertake professional training and validation of competence at relevant levels and standards for professional status in accordance with the rules set by one of the recognised Building Control professional bodies (e.g. Chartered Association of Building Engineers or Royal Institute of Chartered Surveyors) and to standards set by LABC and the Building Safety Regulator.
13. To support and assist with the training of apprentices and technical support staff.
14. To maintain records of professional development and to keep abreast of matters that may affect the delivery of the service.

15. To comply with all decisions, policies and standing orders of the Council and all statutory requirements (e.g. The Equality Act, The Health and Safety at Work etc. Act and General Data Protection Regulation).
16. Adhere to the requirements of the Quality Management System and assist in the development and application of initiatives, auditing requirements and the provision of associated documentation.
17. In the interests of public safety, respond to reports of dangerous structures,
18. To undertake any other duties as may be required from time to time, commensurate with the level of the post.
19. To comply with all decisions, policies and Financial Regulations of the Council and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work etc. Act, CDM Regulations, Freedom of Information and Data Protection Regulations.
20. To undertake any other duties as required commensurate with the level of the post.

#### **Continued Training and Development**

21. The post holder will be required to have or develop the technical and professional skills and knowledge pertaining to the roles and responsibilities of their post and will have the opportunity to undertake training and competency validations in accordance with LABC's and the Building Safety Regulator's requirements.