

Job Description



Post Number:	BC02 & BC03
Service Area:	Planning & Regeneration Services
Job Title/Grade:	Senior Building Control Officer (Scale PO6-9)
Responsible to:	Building Control Team Leader
Our Culture & Values:	All job roles at Rochford District Council require the post-holder to be flexible and proactive in their approach. Being customer focused and willing to maximise your potential at work are expected. We all work together to achieve the very best for our residents which sometimes means getting involved in projects and trying new tasks outside of your day to day job role. We love our staff to suggest new ideas and to have enthusiasm to try out new experiences. If this sounds like a place you would like to work then read on for more detail on this job role.

Main Responsibilities

- To ensure enforcement of the Building Regulations and associated legislation, in particular, large projects of a complex nature, under the guidance and direction of the Team Leader of Building Control.
- To be committed to and actively promote the Building Control Service as a high quality service and advise on new ways of promoting and marketing the service to existing and potential new clients.
- To examine submitted applications to ensure compliance with the Building Regulations, Building Act and associated legislation and as necessary negotiate with applicants and advising on different ways to satisfy the Building Regulations in preference to summary rejection.
- To authorise approval/rejection of drawings/plans in connection with Building Regulation applications within prescribed time periods and produce the appropriate decision notices, as well as to undertake fee checking of submitted applications as required.
- To work on own initiative and perform statutory and non-statutory site inspections, make on the spot legal decisions and give instructions to site management to ensure compliance with the Building Regulations whilst keeping accurate / comprehensive records that can be relied upon in court and where required prepare prosecution evidence and appear as an expert witness for the Council.
- To carry out site visits in a prompt, efficient and safe manner and to investigate complaints and initiate enforcement action within required timescales for breaches of the Building Regulations, prepare reports for the Council's Solicitor for the instigation of legal action, provide written evidence and attend court cases as necessary, subject to the direction of the Building Control Team Leader.



Main Responsibilities

- Processing Building Regulations application and giving decisions as quickly as possible and ensuring the targets of Building Control Performance Standards are achieved.
- Accepting or refusing Initial Notices received from Approved Inspectors as required by Section 47 of the Building Act 1947.
- Respond to customer inquiries, public complaints or enquiries regarding current or expected developments and to provide advice, legal guidance and specialist knowledge on building regulations and construction related matters to customers and the Council by telephone, letter, email, face to face and on site.
- On a daily basis ensure that all decisions taken and processes carried out are fully lawful in all aspects and that all legislation requirements are acted upon appropriately and be aware and keep up-to date with current Building Regulation legislation, together with related products and processes via training courses, seminars, literature etc as they affect the delivery of the function and ensure their prompt, expeditious implementation.
- To assist in the management, training, motivation and development of officers at lower levels and the checking of their work.
- Liaise and consult with as well as give advice to other Council departments and local authorities as requested as well as other external agencies, statutory undertakers, the public, contractors, elected Members, professional persons ensuring a connected approach to service delivery.
- To attend dangerous structures and survey them, when reported, and to give advice, make decisions, take actions necessary to remove the danger either by instructing property owners or where necessary, arranging for the Council to carry out remedial works and recharging costs under Section 77 & 78 of the Building Act 1984. In addition ensure control of demolition of buildings as required under Sections 81 & 82 of the Building Act 1984.
- Encourage and promote the provision and improvement of accessing and facilities for disabled persons in buildings and generally throughout the district including site inspections and/or surveys to consider access and facilities for disabled persons, as well as carrying out duties associated with a health and safety function as required.



Additional Responsibilities

- To be able to work independently on own initiative and as part of a Team.
- To undertake all necessary professional development, as appropriate and necessary, to ensure that knowledge and performance standards are maintained and developed.
- To be aware of time, cost and quality of work undertaken to ensure service and costs are in line with the business plan and identify and report potential improvements.
- To participate in regular and ongoing time log studies of work undertaken, as required.
- Understanding the common objectives for the service and those of the Council as part of the Business Plan.
- To deputise for the Team Leader of Building Control as required to ensure the effectiveness, competitiveness and efficient running of the Building Control Service and to ensure competency and service delivery, with full regard to the Council's policies and procedures.
- Such other duties as may be required from time to time as directed by the Building Control Team Leader and Assistant Director of Planning and Regeneration.
- To work flexibly, as required, from home or in a mobile capacity.
- To instruct, supervise and train an apprentice Building Control Officer, if in post, as directed by Building Control Team Leader.

Corporate Responsibilities

- To observe all of the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the Council's Safeguarding Policy.
- To comply with all appropriate legislation and Council policies including the Officers Code of Conduct, Health and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.
- To support the Council's Equalities & Diversity Policies.
- All staff may on occasions be required to support the Council to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.
- To contribute to project work arising from the Business Plan and to undertake any other reasonable duties as may be required from time to time by the Line Manager/ Leadership Team.



Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the relevant Assistant Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

Signed (Postholder):

Dated:



Personal Specification

Post	Senior Building Control Officer	Post Number	BC02 & BC03
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Essential Requirements

Qualifications

- Full Current Driving Licence

Knowledge and Skills

- Comprehensive and detailed knowledge of Building Regulations and Building Act and allied legislation and building practices and its application and implementation for the Building Control Service.
- Ability to effectively and confidently read and interpret scaled maps and plans, carry out site inspections, attend dangerous structures incidents and experience of statutory provisions and enforcement
- Good numeric and literacy skills to produce professional communications, reports and basic accounting skills
- Good verbal communication skills both on the telephone and face to face
- Ability to communicate on highly complex and contentious matters as well as excellent verbal and written skills
- Excellent written skills and able to produce clear and concise reports

Experience

- Working as an operational building control officer within a building control unit
- Working within a direct customer service delivery environment providing excellent customer care

Ability

- Able to prioritise work appropriately
- Able to work to deadlines and work under pressure
- Flexible, pro-active and adaptable
- Effective team working, sharing ownership and team goals and workload
- Commitment to maximising potential and continuous improvement of self and of service
- Able to contribute positive suggestions and willing to take forward
- Able to establish and maintain effective relationships with people at all levels
- Able to work outside normal office hours occasionally
- Able to make regular site inspections, as required
- Driver and vehicle owner or have access to driver and vehicle
- Willing to adopt a flexible approach to working arrangements when required



Desirable Requirements

Qualifications

- Membership of the RICS, CABE or CIOB or equivalent (or eligibility to join without further qualification)
- Degree level education (technical) or working towards qualification in a building control related discipline (i.e. building surveyor or similar)

Knowledge and Skills

- Able to monitor performance against objectives