

Job Description



Service Area:	Planning & Regeneration Services
Job Title/Grade:	Building Control Officer / PO1 – 4
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 undertake duties as directed by the Building control Team Leader to ensure the effectiveness, competitiveness and efficient running of the Building Control Service along sound business lines to ensure competency and service delivery, with full regards to the Councils policies and procedures.
- Examination of deposited plans under the Building Regulations and allied legislation for compliance within required timescales, negotiating with applicants and advising on different ways of satisfying the Building Regulations in preference to summary rejection and then produce appropriate decision notices.
- Undertaking site visits to inspect building works under construction in a prompt, efficient and safe manner and to ensure site notes are recorded promptly and accurately; as well as to give appropriate advice, ensuring matters of Health & Safety and satisfactory compliance with Building Regulations is achieved.
- To be able to provide original and immediate advice and guidance when dealing with Building Notice applications and respond to correspondence within agreed time limits.
- Investigate, formulate, reason and qualify acceptable solutions outside the guidance of the Approved Documents using professional judgement with reference back to the Building Control Team Leader or Senior Building Control Officers when appropriate.
- Giving technical advice to members of the public and professional agents as well as elected Members and officers in respect of applications under the Building Regulations, including pre-application advice.
- To undertake and assist with fee checking, project cost calculations and raising of invoices for application to maximise the fee earnings potential of the division and remain competitive within the Building Control market.
- To keep abreast of new legislation through training and personal research.
- Check and maintain accurate written records and control demolition, dangerous structures, initial notices, unauthorised works to ensure compliance with the appropriate legislation and Council obligations under the Building Act 1984, Building Regulations 2010, Approved Inspector Regulations 2010, and The Building (Local



Main Responsibilities

Authority Charges) Regulations 2010.

- To be committed to and actively promote and market the Building Control function to potential customers as a high quality service and advise on new ways of promoting the service.
- To undertake and complete enforcement actions where necessary within the required timescale, subject to direction from the Team Leader and Senior Building Control Officers.
- Respond to changes in workload and changing priorities by carrying out the role in a flexible manner.
- Liaise and consult with external agencies, statutory undertakers, the public contractors, elected Members, professional persons and internal department areas to ensure a connected approach to service delivery.
- To advise and promote guidance on technical matters in person, by telephone and by written correspondence with customers of the Council.
- Possess good administration skills and be able to maintain accurate and comprehensive records as well as assist the Building Control Team Leader and Senior Building Control Officers with some administration tasks where required.

Additional Responsibilities

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	Building Control Officer
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Essential Requirements

Qualifications

- Recognised Building Qualification/Degree (as well as working towards obtaining part professional membership or has eligibility for it)
- Full current Driving Licence

Knowledge and Skills

- Able to read and interpret scaled maps and plans
- A sound knowledge of Building regulation and have an understanding of building processes
- Good verbal communication skills both on the telephone and face to face and ability to work to critical deadlines and work effectively with minimum supervision
- Good working knowledge of Microsoft 'Office' software – Windows, Word, Excel and Outlook
- Effective written and verbal communications skills and good teamwork and interpersonal skills
- Understands application of equalities and diversity policy and its importance in the workplace

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 of team goals and workload
- To be willing to provide cover for absent colleagues
- 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
- Able to travel to occasional meetings/events at distant locations.
- Driver and vehicle owner or have access to driver and vehicle
- Willing to adopt a flexible approach to working arrangements when required
- Confident telephone manner and must possess good administration skills and be able to maintain accurate and comprehensive records.



Essential Requirements

- To accept responsibility for action.

Desirable Requirements

Knowledge and Skills

- Knowledge of the District

Experience

- Researching and analysing information
- Local Authority Building Control experience