

<b>Job Title:</b> Building Control Surveyor	<b>Role Profile Number:</b> CO2013
<b>Grade:</b> Q	<b>Date Prepared:</b> October 2021
<b>Directorate/Group:</b> Economy and Development	<b>Reporting to:</b> Service Lead Technical Services

## Job Purpose

- To seek compliance with The Building Regulations and The Building Act creating a sustainable, healthy, safe and quality built environment; check plans and carryout consultations with professionals both internal and external to the Council; inspect building work on site during construction of the work; attend dangerous structure incidents. Provide specialist and procedural advice to members of the public, their agents and professionals. Report and procure evidence as may be required for non-compliance with the legislation; to receive, register and investigate allegations of non-compliance and illegal works from members of the public; to take enforcement action as may be required; give evidence in Court.

## Key Accountabilities

- Interpret the Building Regulations consistently and with the appropriate degree of flexibility to ensure that all the technical requirements are met in terms of Structure, Fire Safety, Thermal Insulation, Access for all, etc. To check all applications within the statutory time limit, negotiate with developers, other professionals and members of the public on the extent of works defined under the legislation to agree and develop creative modifications to schemes to achieve compliance
- Where there is non-compliance with the approved documents, negotiate, develop and agree creative modifications to technical designs relating to aspects such as Structure, Fire Safety, Access, Thermal Insulations and Drainage
- Undertake detailed site inspections to ensure that the construction works achieve compliance with the required standards and solve problems on site where specific conditions arise requiring a variation from the standard/submitted details, for example as a results of ground conditions
- Lead pre-application discussions to guide the customer (ranging from large development companies to members of the public) on the development of the project from concept through to submission and subsequent approval and provide an advisory service to members of the public of technical detail
- Advise and consult with other departments of the Council on structural, fire precautions, access for the disabled and building regulation matters, for example Development Control, Listed Buildings, Structural Engineers, Licensing

- Investigate complaints regarding building control matters which may be received and assess whether there is a breach of the legislation. Negotiate with the customer to endeavor to rectify the work to achieve compliance in line with the enforcement concordat
- Advise customers both verbally and in writing of the legal requirements applicable to them
- Investigate breaches of legislation including taking statements, gathering evidence and interviewing under caution persons suspected of offences in accordance with Police and Criminal Evidence Act, associated legislation and procedural requirements. In conjunction
- with Group Leader, take appropriate enforcement action in line with department policies
- Prepare and present evidence and act as expert witness on behalf of the Council during enforcement proceedings at the Magistrates Court, direct legal advisors in relation to enforcement work
- Participate in the provision of a 24hr. emergency call-out dealing with dangerous structure incidents, including advising the emergency services in relation to safety at such incidents. Appoint and monitor contractors for works as necessary when associated with these incidents
- Be personally responsible for own caseload, including comprehensive computer records covering site inspections, ensuring that the increasingly challenging performance targets are met as derived from any policy, business plan, national and local performance indicators

### **Supplementary Accountabilities**

- Act as mentor to support less experienced members of staff on technical and procedural matters
- Contribute to the setting of service objectives and policies, the processes and procedures of ISO 9001 and IIP and promote the service in a commercial and competitive arena
- To respond to the legal profession, Councillors and the media as necessary

### **Knowledge & Experience**

- Degree in the Built Environment (or equivalent)
- Member of Royal Institute of Chartered Surveyors (Building Control Forum) or Chartered Association of Building Engineers
- Good knowledge of relevant legislation and regulatory framework
- Knowledge of issues surrounding energy efficiency
- Good knowledge of structural analysis
- Minimum three years Building Control experience in enforcing Building Control legislation
- Continued Professional Development
- Well organised, confident and capable of coping with a busy and varied workload.
- Knowledge of the law under the Building Act 1984
- Knowledge of laws of evidence, investigation and interviewing skills
- Experience of investigating and reporting breaches of legislation
- IT literate – to be able to use ICT packages, analyse and interpret data and to input information onto departmental recording systems
- Able to carry out site visits on a variety of construction sites
- Able to attend reported incidents of dangerous structure incidents both in and out of normal office hours
- Able to be diplomatic and to interpret and advise on technical requirements

- Able to handle conflict and cope with aggression
- Able to deal sympathetically and be empathetic with members of the public
- Able to work on own initiative and as part of a team
- Flexible and able to cope with a variety of tasks
- Able to work in a variety of unpleasant and hazardous conditions including cold, rain and on construction sites where risk of injury exists

### **Qualifications**

- Relevant professional degree level qualification or relevant experience
- Member of a relevant professional body or working towards this
- Additional qualifications in a statutory element of Building Control
- Meets full competencies required to practise LABC competency Level 6 or working towards

### **Decision Making**

- Able to interpret and apply the building regulations and allied legislation and to give advice on all matters of compliance
- Able to identify elements of non-compliance and to secure evidence to support enforcement action
- Able to advise and take appropriate action on non-compliance issues
- Able to decide on alternative methods of construction/fire safety where compliance is not met and alternatives are an option
- Able to complete projects within target time of 5 weeks or 2 months to avoid monetary consequences for the Council

### **Creativity and Innovation**

- Understand and interpret technical and legal requirements and explain/advise and consult to members of the public/developers and other professionals
- Determine 'access statements' covering reasons for non-compliance with Part M of the Building Regulations and judge the merits of the deviation.
- Look at design suggestions submitted outside the norm to judge the suitability for compliance

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• The section receives approx. 1800 applications per annum, generates an income from charges in the order of £400,000. Construction works vary in an estimated value from a few thousands to several million pounds.</li> <li>• The post holder has a major role in ensuring the health &amp; safety of people using buildings in Swindon</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• A variety of construction projects including domestic extensions and new dwellings/flats, commercial &amp; industrial buildings, conversions, public buildings &amp; places of assembly, listed buildings and multi use buildings.</li> <li>• Decisions within legislation timeline</li> <li>• Site inspections statutory and based on risk;</li> <li>• Response to site requests same day</li> <li>• Attend dangerous structure incidents within 2 hrs</li> <li>• Communication/consultations with emergency planning and fire brigade.</li> <li>• Agreeing KRAs', Competencies and personal training and development.</li> <li>• Monitor performance against agreed business plan targets and to agree corrective action.</li> <li>• Ensuring all health &amp; Safety and other requirements are met.</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility</b></p>	<p>No</p> <p>Standard Camera Digital camera Glass Testing Equipment Shear Vane Penetrometer Light Meter Ladder</p>
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**Contacts and Relationships**

- Members and managers in others service areas to provide expert advice and guidance on building control matters in the form of reports, forms and letters
- Business owners and senior professionals to give advice and consultations on building control matters in the form of letters and verbal communication
- Developers, builders and their agents to give advice and guidance on building control matters presenting technical information and negotiating amendments
- Members of the public, community representatives and other organisations to provide expert advice and

guidance on building control matters in all forms

- Colleagues from internal and external to the Council, internal service areas, the Police, Fire Authority, Health & safety Executive

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	