**Job Description**

**Building Control Surveyor**

**Level: 8 – 10 (Career Grade)**

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| **Responsible To:** | **Responsible For:** |
| Building Control Manager  Senior Building Control Surveyor | Building Control Technicians  Technical Support/Admin |

**About the job:**

As a Building Control Surveyor, you will be responsible for ensuring that the Building Regulations are complied with across the boroughs, helping to enable safe and sustainable communities.

**Role:**

Carrying out site inspections on a range of buildings relevant to your current validation level or under supervision of senior staff, ensuring that all notifiable buildings works are fully compliant with the current Building Regulations.

Checking plans for submitted applications ensuring compliance with the requirements of the Building Regulations and associated legislation

Providing appropriate building control advice to internal and external customers including applicants, agents or other professionals

Carrying out enforcement action if work on site is in breach of the requirements or where there are unauthorised works taking place.

Liaising with the Fire & Rescue service in both a statutory capacity and to ensure the safety of buildings including high-risk non-domestic buildings and dangerous structures

Ensuring that demolition works are carried out in accordance with safe working practices and risk assessments according to relevant legislation

Ensuring that records and documents are updated on the council’s database and document management system.

Identifying fees to be charged to clients for fee-charging work

Supporting building control trainees, sharing knowledge and providing advice and training.

Career grade:

At level 8 you will have a 2A level of validation and be able to demonstrate technical autonomy and ability to work independently covering domestic buildings in accordance with the parameters set by the Building Safety Regulator. You will be able to cover dangerous structures. You will have a comprehensive knowledge of building control legislation and its application but may occasionally require support from a more senior officer on more complex cases or issues of a level of validation higher than yours.

At level 9 you will have a validation level of 2D plus 1 years’ experience in post. You will be able to apply building control knowledge and legislation to complex buildings or issues with the parameters set by the Building Safety Regulator for the level of validation you have achieved.

At level 10 you will have a validation level of 2F plus 2 years’ experience in post. You will be able to apply building control knowledge and legislation to complex buildings or issues for a level of validation you have achieved.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* A degree-level building control qualification or equivalent experience
* A relevant validation recognised by the Building Safety Regulator (Minimum 2F)
* Evidence of continued professional development
* Membership of a professional body such as CABE, RICS or CIOB. (Desirable but not essential)

**Experience**

* Experience of carrying out the full range of building control functions on both domestic and commercial buildings if applicable

**Knowledge**

* Comprehensive knowledge of current building control legislation and practice.

**Skills & Abilities**

* Excellent communication skills with the ability to communicate complex information or difficult messages to a range of audiences
* Excellent organisational skills and able to manage your own workload.
* Strong customer service skills, with the ability to build rapport and negotiate with customers to reach a desired outcome
* Problem solving skills with the ability to identify and evaluate solutions
* Strong and timely decision-making skills, with the ability to identify issues and take action to resolve them
* Knowledge of the technical and legal aspects of Building Regulations
* Ability to travel across the boroughs for site visits and meetings with clients

**Our Values & Behaviours**

**Customer Focused** - We listen to our communities, keeping them informed about the things that matter most to them and providing a professional and responsive service.

**Forward Thinking** - We solve difficult problems by being adaptable, resilient, and innovative.

**Working Together** - We are focused on achieving our collective goals as an organisation and we support our colleagues to deliver excellent services.

**Making a Difference** - We make a positive difference for our communities by being helpful and going the extra mile.

**Delivering Quality Services** - We strive for quality in everything we do, making sure the people of Chorley and South Ribble get the best outcome.