**Job Description**

**Senior Building Control Surveyor**

**Level:**

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| **Responsible To:** | **Responsible For:** |
| Building Control Manager | Building Control Surveyors  Building Control Technicians |

**About the job:**

You will act as a Senior Building Control Surveyor for Chorley and/or South Ribble councils, supporting the Building Control Manager in leading a successful building control service across the boroughs.

**Role:**

Line management of Building Control Surveyor(s) and Technician(s), overseeing the training and development of staff and supporting the Building Control Manager in the implementation of new initiatives.

Providing expertise in relation to more complex building control cases including site inspections and plan checking in line with minimum Classification 2F of the Building Safety Regulatory requirements.

Carrying out enforcement action for unauthorised works and if work on site is in breach of the requirements of the regulations.

Liaising with the Fire & Rescue service 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 and in compliance with the Building Act 1984.

Ensuring that records and documents are updated on the council’s document management system showing compliance with the Operational Standards Rules.

Identifying fees to be charged to clients for fee-charging work. Deputising for the Building Control Manager to ensure the correct fees are calculated and charged and the budget is managed in his absence

**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**

* Minimum Building Safey Regulation registration Class 2F
* Membership with professional body such as RICS, AssocRICS and MRICS, CABE, CIOB. (Desirable)
* A degree-level building control qualification or equivalent experience
* Evidence of continued professional development

**Experience**

* Extensive experience of carrying out the full range of building control functions including for more complex and non-standard buildings.
* Experience of mentoring and supporting the development of a team

**Knowledge**

* Extensive knowledge of building control legislation and practice.

**Skills & Abilities**

* Ability to manage a team, supporting the development of individuals within the service
* Ability to identify and deliver improvements to a team
* Excellent communication skills with the ability to communicate complex information or difficult messages to a range of audiences
* 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 decision-making skills, with the ability to identify issues and take action to resolve them
* Ability to travel across the boroughs for site visits and meetings with clients
* Ability to safely climb ladders and scaffolds or enter semi confined spaces to carry out inspections.

**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do

**RESPECT** – Is visible and approachable with colleagues

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team