



## **Job Description**

**Post Title: Assistant/Building Control Surveyor**

**Grade: Band 7 – 9**

**Section: Building Control**

**Responsible To: Team Manager, Building Control**

**Date Prepared: October 2019**

### **Main Duties and Responsibilities**

- To ensure a quality customer experience is delivered to all by the Building Control Team.
- To identify and develop marketing opportunities and strategies for the section, including liaising with our Development Management and Growth teams in order to promote and develop the service.
- To mentor and coach staff and ensure that adequate in house training and continuous professional development is undertaken.
- To check Building Regulation applications, prepare fire plans, give guidance, undertake consultations with both internal and external bodies and issue decisions within time limits.
- To undertake site inspections in accordance with statutory requirements, clients requests and service level agreements and to manage any subsequent conflict that may subsequently arise. Check and maintain accurate records in relation to all building control activity.
- To undertake investigations of breaches of Building Regulations and associated legislation, take appropriate action in accordance with Council policy, collate evidence, prepare reports and appear in court as necessary.
- To determine dangerous structures and take appropriate action during working hours as well as provide cover for out of hours work on a rota basis.
- To develop the service in relation to its Information Technology requirements, specifically GIS and client management systems.
- To provide information and guidance to members, officers, the public and other groups on Building Regulations and other community liaison issues and provide reports where necessary.

### **Service Specific Responsibilities**

- To maintain working links with the Council's Planning, Regeneration, Housing and Growth teams with a view to delivering a seamless and effective service to residents, developers and clients.
- To deliver the Council's statutory, non-statutory and commercial based services, in conjunction with partners where appropriate.
- To promote the Council's statutory and commercial services to potential clients within the context of the services' marketing strategy.

## **Corporate Management Framework**

The post holder is required to be proficient in all areas within Level Two of the Council's Competency Framework.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all their staff share this commitment. As part of this commitment all staff will attend a safeguarding briefing as part of their induction and be expected to familiarise yourself with the safeguarding policy.

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Progression to band 8 is dependent on achieving an NVQ Level 4 qualification plus 4 years relevant experience.

OR

Achieving an NVQ Level 5 vocational qualification plus 2 years relevant experience.

OR

Achieving a degree level qualification plus 12 months relevant experience.

Progression to band 9 is dependent on achieving a degree level qualification and 5 years relevant experience plus full membership of a relevant professional body eg; RICS/CABE/CIOB

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



If you require this Job Description in another format eg large print, please contact Customer Services on 01427 676676, by email [customer.relations@west-lindsey.gov.uk](mailto:customer.relations@west-lindsey.gov.uk) or by asking any of the Customer Services staff.