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| Post No. : | JET552 |
| Post Title: | Senior Building Control Surveyor |
| Directorate: | Communications and Regeneration |
| Division: | Planning, Quality and Control |
| Section: | Building Control |
| Reports To: | Head of Building Control |
| Location: | Bickerstaffe Offices/Hybrid Working |
| DBS Status: | None |
| Grade: | Grade H3 |

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| Role Purpose |
| To undertake technical assessments/activities and make decisions on those assessments, using skills that would have been gained through qualifications and practical experience, to effectively deliver the Building Control function throughout the Council’s jurisdiction and as part of any partnering or similar scheme, ensuring buildings comply with the relevant regulatory standards in terms of fire/life safety, health and safety, sustainability, energy conservation, accessibility and design. |

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| **Main** Duties and Responsibilities |
| * To manage and evaluate a caseload on a range of projects within competency level registered and approved with Building Safety Regulator, examining plans and carrying out site inspections, initiating and dealing with enforcement action. * To assess dangerous structures and implement immediate remedial works giving consideration to spending of public monies. * Where appropriate and within limits of competence to provide supervision and management of the work of others within the Building Control sections management framework. e.g. trainees, apprentices, assistants and surveyors not having the appropriate band of competence. * To discharge the council’s delegated powers and duties as required by the Building Act 1984, the Building Regulations and other legislation and to provide appropriate and proportionate advice concerning decisions about compliance with the Building Regulations and the Building Act etc, being within the limits of the post holder’s registered competency level. * Liaise and/or consult with external agencies including Fire Service, Police, stakeholders, statutory undertakers, contractors, professional persons, elected members and internal departments within limits of competence as necessary to ensure a seamless team approach to the provision of guidance, advice and service delivery. * Based on validated competence, without direct supervision, manage a portfolio of development sites, (new applications, regularisations and reversion applications) and maintain proper records, for plan appraisals and site inspections, the evaluation of work/remedial action, working within a framework for inspections of projects to ensure compliance with current Building Regulations, Building Act 1984, allied legislation and British Standards. * Under supervision (based on validated competency), manage a caseload of special projects (including new applications, regularisations and reversion applications) and maintain proper records, for plan appraisals and site inspections, including dangerous structures and undertake ‘out of hours’ work in accordance with a team rota with appropriate supervision. Carry out remedial/enforcement action as required under the direction / supervision of a more competent / validated Building Control Surveyor. * Either inside the band of competence, or outside of it but under supervision, investigate matters, including complaints from elected members and the public, the control of demolition, dangerous structures, contraventions and unauthorised works and initiate and undertake enforcement action, as necessary, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council’s obligations under the Building Act 1984 aimed at safeguarding public health and safety. * To arrange for files of evidence to be deposited with the Council’s Legal Services and where necessary attend magistrates court as the council’s expert witness in associated enforcement cases. All actions, taken whilst compiling reports on continuing work and decisions taken for the health, safety and welfare of the wider community will be notified to the management team. * Contribute to the continued registration of registration to ISO 9001:2015 * Undertake Building Regulation Fee assessments and implementation of the Councils ‘scheme of charges’. * Assessing dangerous structures and implementing immediate remedial works giving consideration to spending of public monies * Provide supervision and management of the work of others within the Building Control sections management framework. e.g. trainees, assistants and surveyors not having the appropriate band of competence. * Establish and maintain appropriate links with building professionals, providing an excellent customer focussed service and assist with the development of the building control service to encourage new and repeat business. |

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| Additional Information |
| Due to the nature of the service, the post holder may be required to work evenings, weekends and public holidays. |

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| Qualifications  For information about qualification equivalency click [here](https://www.blackpooljobs.org.uk/Documents/4127139.docx) | Please mark which are Essential or Desirable  | E/D |
| * Degree in Building Surveying or related discipline * Member of the Royal Institute of Chartered Surveyors or Member of the Chartered Association of Building Engineers or Member of the Chartered Institute of Building * Registered Building Inspector under compulsory Government registration scheme to required competency level to carry out restricted (by law) functions and activities as defined by Building Safety Regulator * Full Driving licence | | E  E  E  E |

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| Knowledge, Skills and Experience  Required | Please mark which are Essential or Desirable  | E/D |
| Knowledge   * Substantial Knowledge of the Building Act 1984 and associated legislation, Building Regulations, Approved Documents and British Standards in construction and Built Environment * Substantial knowledge of professional codes of practice for the service area, including the operational standards and rules set by the Building Safety Regulator and legislation relating to construction and the Health and Safety at Work Act 1974 and associated Building Control functions offered by the Local Authority. * Substantial awareness of financial constraints / implications and how they impact on service delivery * Substantial knowledge of the construction industry, methods, techniques and materials * Considerable knowledge in the use of IDOX and Microsoft Outlook * Substantial knowledge of managing risks and promoting positive outcomes * An understanding of the role of the Local Authority in relation to safety at sports ground * Substantial knowledge of promoting and marketing a Building Control Service,   Skills   * Excellent analytical skills * Excellent interpersonal and communication skills, both written and verbal * Able to influence in a positive manner and support others with new ways of working to ensure business objectives are achieved. * High level of ICT and literacy for writing non-standard letters, reports, notices and witness statements for magistrates’ proceedings. * An ability to monitor effective plans and targets to achieve any deadlines or KPI’s under the Building Safety Regulator * Ability to undertake tasks in a physically demanding role, including outdoors, use of ladders and work at heights   Experience   * Substantial experience in Building Regulations post professional qualification * Substantial experience in the Building Act 1984 and associated legislation and technical standards * Substantial experience of collaborative working with partner agencies and stakeholders * Experience in Safety at Sports Grounds Act 1975 and associated legislation | | E  E  E  E  E  E  D  E  E  E  E  E  E  E  E  E  E  D |
| Initiative and Independence | | |
| The post holder will have the ability to work to their own initiative when assessing a project within the guidelines of building regulations and associated legislation within limits of competency approved with Building Safety Regulator.  The post holder is responsible for organising own workload according to priorities along with making decisions independently which may arise as the result a non-compliance on site or a dangerous structure incident requiring immediate action to alleviate any danger to the public.  All internal / external stakeholders and statutory consultations are carried out within specific timescale as per guidance/legislation.  Professional standards and code of practice are adhered to at all times.  Any potential costs and risks are reported to the Head of Building Control and/or Principal Building Control Surveyor, as may be necessary. | | |

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| Relationships/Nature of contacts |
| **Internal**  Internal contacts with elected Members and senior management, others within Council such as Growth and Prosperity, Development Management, Highways, Customer First, Planning Enforcement, Legal etc.  **External**  External contacts including architects and other construction professionals, homeowners, builders, contractors, business owners, members of the public, Lancashire Fire & Rescue Service and Lancashire Constabulary, Building Safety Regulator, Health & Safety Executive.  Regularly consult with the Fire Authority on commercial premises. Liaise with the police and fire authority on dangerous buildings.  Due to the nature of the role, the post holder is likely to be exposed to verbal abuse or aggression from external stakeholders. This is likely when carrying out duties face to face on site or over the telephone and should be managed through Council policy and procedure. |

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| Responsibility for Resources (Financial, Physical, Capital, Information) |
| **Financial Resources**  No direct budgetary responsibility, post holder is responsible for checking and processing invoices for payment where contractor works carried out in default of Dangerous Structures and / or demolition. Costs ranging from £200 to £175,000 per incident. Instructing Divisional Support Team to raise appropriate invoice on inspection fees.  **Physical Resources**  Responsible for smart phone, laptop, various items of surveying equipment and PPE  **Capital Resources**  None  **Information Resources**  Responsible for accuracy of computerised records. The post holder will deal with Building Regulation proposals which may be commercially and /or politically sensitive and/or confidential and where accurate information and advice must be given. Site records must be accurate and comprehensive as can be requested by service users and as used as evidence by the Council in a court of law as part of enforcement procedures. |

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| Responsibility for People (including supervision/training of staff or clients) |
| No direct line management responsibility but will be responsible in the absence of the Principal Surveyor, to allocate workload as appropriate and supervise other members of the team.  Providing other members of the team with guidance on a day to day basis and support other team members in achieving professional competency for the purpose of the Building Safety Regulator through mentoring and guidance.  Direct contractors working on behalf of the Council and/ or internal works department operatives where Notices served under the Building Act 1984 and / or Magistrates Orders in default.  On occasion will be responsible for students on work placement or trainees, apprentices and assistants.  The post will support and offer technical advice in relation to the building regulations and the Building Act 1984 to clients both internally and externally to ensure compliance and promote safety. |

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| Mental and Emotional Demands |
| **Mental Demands**  The nature of the post demands mental attention at all times. The restricted (by law) function of plan vetting building regulations applications requires lengthy periods of concentration to ensure compliance with structural stability, fire safety, thermal properties, access and use by disabled persons and other areas of the Building Regulations.  The restricted (by law) activities on site require instant decision making about all aspects of the Building Regulations and enforcement actions through the Building Act 1984. Inspections require attention to detail, listening intently to other verbally on site to give correct decision and close inspection of physical works to ensure appropriate materials/design are in compliance.  As Building Control work to statutory deadlines and report directly to the Building Safety Regulator. Interruptions can be generated both internally and externally and often unavoidable due to dangerous structure incidents occurring within the borough.  **Emotional Demands**  The post holder may be exposed to upsetting /distressing situations where dangerous buildings have directly impacted the wellbeing of a member of the public or where evacuation and / or subsequent need for partial or full demolition |
| Planning Requirements |
| To plan own workload to ensurea cost effective, customer focused and efficient service. Construction programmes:  Design compliance – 2 to 18 months dependant on size of the project  Construction compliance – up to 3 years dependant on size of project  Assessing Building Regulation applications from assessment of plans to risk based inspection process, within set deadlines to ensure targets set internally, by Local Authority Building Control or the Building Safety Regulator are achieved*.* |

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| Key Facts and Figures |
| The post holder must only carry out unsupervised restricted (by law) functions and restricted (by law) activities that are within the limits of their competence and validated by the Building Safety Regulator. Undertaking restricted functions / activities on buildings etc that are beyond the limits of competence must be under the supervision of a suitably competent surveyor, unless the nature of the work being assessed/inspected is the same as the type of work they would usually carry out within the limits of validated competence.  The Building Control Service is responsible for Building Regulations for contract costs in excess of £100m on a yearly basis, any decisions can influence build costs either for external developers and on Council developments. |

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| Working Conditions (This information is used to carry out any pre-employment medical questionnaires and to evaluate the Job Evaluation Working Conditions factor) | | | | | | | | | |
| Manager Assessment of Working Conditions (percentage of time involved) | | | | | | | | | |
| Manual Handling – Heavy Loads (over 25KG) | | 0% | Manual Handling – Light to Moderate (under 25KG) | | | 0% | Vibrating plant/ tools/ equipment | | 0% |
| Noise | | 0% | Repetitive work activity/ operations | | | 0% | Prolonged standing/ walking | | 50% |
| Prolonged sitting in a constrained position | | 0% | Confined spaces | | | 0% | Extremes of temperature (e.g. very hot / cold) | | 0% |
| Adverse weather conditions (e.g. frost, rain, etc.) | | 50% | Working at Height | | | 10% | Driving HGV/ LGV/ PCV/ Minibus | | 0% |
| Fumes, dusts, gases, etc. | | 0% | Solvents, oils, paints, de-greasers, etc. | | | 0% | Pesticides, herbicides, insecticides | | 0% |
| Detergent or other cleaning chemicals | | 0% | Biological hazards (e.g. vomit, urine, blood, sharps) | | | 0% | Display screen equipment | | 50% |
| The job involves working with (percentage of time involved) | | | | | | | | | |
| Plant and/or machinery | | 0% | Vehicles (including driving) | | | 20% | Electricity | | 0% |
| Welding | | 0% | Food Handling | | | 0% | Animals | | 0% |
| Working alone | | 50% | Working with vulnerable people | | | 0% | Working with people with additional needs | | 0% |
| Working with members of the public | | 60% | Other (please state): | | |  | | | |
| Frequency of Risks that may apply whilst working in a people related environment | | | | | | | | | |
| Risk of Abuse | Daily | | | Risk of Aggression | Daily | | Risk of Injury | Weekly | |

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| Vision and Values |
| Blackpool Council's new Council Plan outlines what our vision and priorities will be during from 2019 to 2024.  Blackpool might be the biggest and the brightest but it isn’t without its challenges. We have major social and health issues to deal with, whilst needing to develop and innovate so our town meets the changing desires of modern day audiences.  We need to take advantage of other opportunities - in fields like energy generation - with the same vigour our predecessors had, when building iconic attractions such as the Winter Gardens, the Tower and Tower Buildings, the Pleasure Beach and of course the true one-off that is the Blackpool Illuminations.  This Council Plan is our response to this picture. It’s our way of telling the story of our town and bringing the strands of our economy and society together so that everyone – residents, organisations and visitors – knows what we’re doing, who we’re doing it with and why we’re doing it. **Our vision for Blackpool is that we will:**Retain our position as the UK's number one family resort, with a thriving economy that supports a happy and healthy community who are proud of this unique town.**Our Priorities** We have two priorities:   * [Priority one - The economy](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-one-The-economy.aspx): Maximising growth and opportunity across Blackpool * [Priority two - Communities](https://www.blackpool.gov.uk/Your-Council/Creating-a-better-Blackpool/Blackpool-Council-plan/Priority-two-Communities.aspx): Creating stronger communities and increasing resilience   Our Values  We aim to:   * Deliver **quality** * Be **fair** * Be **accountable** * Be **compassionate** * Be **trustworthy** |

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| Equal Opportunities:  We do our utmost to ensure that here is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities. |