

## Job Description

<b>Post Title</b>	Apprentice Building Control Officer	<b>Grade</b>	Scale 2
<b>Post No</b>	2865	<b>Other Payments</b>	Essential car user allowance
<b>Team</b>	Building Control and Land Charges		
<b>Division</b>	Technical Services	<b>Hours of work</b>	37hrs per week
<b>Department</b>	Development Services	<b>Contract Period</b>	Full time
<b>Responsible to</b>	Building Control and Land Charges Manager	<b>Supervisory Responsibility for</b>	None

<b>Job Purpose</b>
To assist the Building Control team to administer, enforce The Building Safety Act 2022, the Building Act 1984 , The Building Regulations, and other associated legislation. The purpose of which includes Health and Safety of people in and around buildings, the conservation of energy in buildings and access and use of buildings for all, whilst working within a competitive market. To positively engage in a course of study in Building Control to develop skills, knowledge and experience to perform the role of Registered Building Inspector.
<b>Responsibilities and Duties</b>
<ul style="list-style-type: none"> <li>• To assist with the assessment of applications for compliance with the Building Regulations and associated legislation within the required timescales and produce the appropriate documentation and notices.</li> <li>• To assist with and carry out inspections at various stages of works in a prompt, efficient and safe manner to assess for compliance and to ensure accurate records are kept.</li> <li>• To maintain detailed records of inspections, reports and consultations together with administration procedures on the building control computer system.</li> <li>• To assist with and undertake consultation and liaison as when required with internal service departments and external supporting agencies.</li> <li>• To assist with and carry out site inspections and matters related to dangerous structures, dilapidated and ruinous buildings and demolition works.</li> <li>• Contribute to the continuous improvement in the delivery of customer satisfaction and promote the building control service.</li> <li>• To assist in the continual assessment and improvement of technology within the Technical Services division</li> <li>• To have a flexible but driven work ethic approach that may require out of hours work</li> <li>• Promote equality of opportunity and valuing diversity within the service.</li> <li>• To ensure that all processes are carried out in accordance with current legislation, regulations and Council policy, with particular emphasis on Health &amp; Safety, customer care and data protection.</li> <li>• To undertake training and other duties which are commensurate with the grading and responsibility of the post</li> </ul>



# Person Specification

POST TITLE: Apprentice Building Control Officer

DIRECTORATE: Development Services POST NO: TBC

COMPETENCIES  (All competencies listed are <u>essential</u> to the post)	METHOD OF ASSESSMENT
<p><b>CUSTOMER FOCUS</b></p> <ul style="list-style-type: none"> <li>• Treats employees as customers</li> <li>• Puts the customer first and values the customer in everything they do</li> <li>• Is professional, polite and friendly at all times</li> <li>• Appreciates the high customer within the job role</li> <li>• Challenges whether the existing ways of doing things meet customer need</li> </ul>	<p>Application form / interview</p>
<p><b>WORKING TOGETHER</b></p> <ul style="list-style-type: none"> <li>• Promotes effective working across different service areas</li> <li>• Accepts and provides constructive challenge</li> <li>• Is an effective team player</li> <li>• Demonstrates the ability to learn from others</li> <li>• Focuses on solutions rather than problems</li> <li>• Works with others to deliver great performance</li> <li>• Promote Equal Opportunities</li> </ul>	<p>Application form / interview</p>
<p><b>EFFECTIVE COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Clearly explains the reasons for decisions made</li> <li>• Open, honest and transparent in all communications</li> <li>• Champions success at every opportunity</li> <li>• Demonstrates the ability to listen and understand</li> <li>• Positive attitude towards the organisation and its strategic goals and objectives</li> <li>• Contributes to feedback and engagement at work</li> </ul>	<p>Application form / interview</p>
<p><b>PRIDE &amp; INTERGRITY</b></p> <ul style="list-style-type: none"> <li>• Demonstrates enthusiasm and personal commitment</li> <li>• Takes pride in working for Fylde Council and supporting its Partners.</li> <li>• Enjoys the work they do in their chosen career</li> <li>• Has respect for others at all times</li> <li>• Appreciates and values the opinion, interests and views of others</li> <li>• Always represents Fylde Council and Partners in a positive manner</li> <li>• Enthusiasm and Commitment to Urban Conservation and community involvement</li> <li>• To ensure the importance of Health &amp; Safety</li> </ul>	<p>Application form / interview</p>

<b>COMPETENCIES</b> <b>(All competencies listed are <u>essential</u> to the post)</b>	<b>METHOD OF ASSESSMENT</b>
<b>STRONG LEADERSHIP MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Is always accessible and approachable</li> <li>• Leads by example and always displays a positive attitude</li> <li>• Motivates, encourages and supports others to achieve their best</li> <li>• Has a strong focus on doing what is best for the organisation</li> <li>• Manages change as part of the 'day job'</li> <li>• Makes creative suggestions about how to do things better</li> </ul>	Application form / interview

<b>QUALIFICATIONS</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
A minimum of NVQ level II in a building related subject or a related discipline.	D	Application form / interview
Minimum of five GCSEs (grade C or above) OR equivalent	E	
First aid certificate	D	
Health & Safety Training	D	

<b>SKILLS / KNOWLEDGE / EXPERIENCE</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
12 months experience in building control or relevant experience in a building and construction environment.	E	Application form / interview
Demonstrate a knowledge of construction techniques.	E	
Ability to work outside, climb ladders and not have a fear of heights.	E	
Excellent communication and interpersonal skills both oral and written.	E	
Demonstrate ability to work as part of a team.	E	
Experience of working in a customer focused environment.	D	
Good administrative skills and the ability to record comprehensive notes. Knowledge and experience of using computers and IT including Windows based software.	D	

<b>Other Requirements</b> Hold a full UK driving licence
<b><u>DATED: April 2024</u></b>