

EMPLOYEE SPECIFICATION

Closing Date: Monday, 1st November 2021

Directorate: Planning		Section: Development Management and Building Control	
Post No: DEDM02004	Designation: Building Control Technician (Grade 8) Building Control Surveyor (Grade 9) Senior Building Control Surveyor (Grade 10)		Grade: 8-10 (SCP 22-30) Career graded post

Qualifications:

- (E) Five GCSEs grade C or above, including Maths, English and a Science subject
- (E) HNC in building studies (or equivalent)

Additional requirements for progression to Grade 10:

- (E) Degree or equivalent qualification in building legislation (RICS/CABE accredited)
- (E) Full membership (or eligibility for full membership) of the Royal Institution of Chartered Surveyors or the Chartered Association of Building Engineers

Knowledge/Skills/Abilities:

- (E) Excellent organisational skills with an ability to meet deadlines and work under pressure
- (E) Ability to work within a team whilst using individual initiative
- (E) Ability to communicate effectively both in writing and verbally with members of the public, developers, contractors and colleagues
- (E) Ability to obtain and evaluate written, oral and technical data
- (E) Good computer skills including the ability to use appropriate back office software systems to delivery a high quality service

Additional requirements for progression to Grade 9:

- (E) Knowledge of construction products, methods and techniques
- (E) Knowledge of Building Regulations legislation and its application to the full range of residential and minor commercial projects
- (E) Ability to use own initiative and make decisions

Additional requirements for progression to Grade 10:

- (E) Considerable knowledge of Building Regulations legislation and its application to the full range of building projects
- (E) Ability to work with minimal supervision, use own initiative, formulate solutions and make decisions in respect of the full range of Building Control work
- (E) Ability to analyse and assess complex issues and give clear oral and written recommendations and advice to all stakeholders

Experience:

- (D) Experience of working in Building Control/building surveying
- (D) Experience of the technical and general administrative procedures involved in the provision of a Building Control service

Additional requirements for progression to Grade 9:

- (E) Experience of working in Building Control/building surveying unsupervised and using own Initiative
- (E) Experience of the technical and general administrative procedures involved in the provision of a Building Control service including attending design team and pre-submission meetings for residential and minor commercial building projects and quoting for relevant building control charges

Additional requirements for progression to Grade 10:

- (E) Significant experience of working in Building Control/building surveying including attending design team and pre-submission meetings for the full range of building projects and quoting for relevant building control charges

Special Requirements (all grades):

- (E) To participate in partnership working arrangements with other public and private sector organisations, which may necessitate working on projects from an office or home base which may be located outside the City Council's boundaries
- (E) To participate in remote working arrangements
- (E) To maintain expertise in relation to changing legislation, standards and regulations
- (E) To visit and inspect construction sites at various stages of work
- (E) To undertake training as part of continuing professional development or as necessary to respond to changes in legislation
- (E) To take personal responsibility for the quality of service provided, to contribute towards the team's objectives and support continuous service improvements
- (E) Be able to work occasional unsocial hours
- (E) Be in possession of a full driving licence, with access to a vehicle

NB E Essential
D Desirable

Date Produced: September 2021