

JOB FAMILIES ~ Technical

JOB TITLE: Area Building Control Surveyor (Career grade)

Level descriptor – Levels 7 to 9 (JG7 to JM2)

Continuation in the post and progression to the next level will be dependent on:

1. Demonstrable competence in the duties outlined. It is unlikely this will be within the first two years in post and any progression to the next grade will be dependent upon the post holder presenting evidence to the manager during the annual appraisal process that they are competent and experienced in the key aspects of the role and subject to the needs of the business.

Level 7 – JG7	
Role purpose Expected to undertake specialist or technical assessments/activities and make decisions based on those assessments within the building control service, using skills that would have been gained through professional qualifications and/or practical experience. Roles at this level are entry level for recently qualified professionals or those with significant relevant experience. Roles at this level can be involved in supervising/managing the work of others within an overall management framework. The work ranges from evaluating volume developments of domestic dwellings through to complex structures, including assessing dangerous structures and implementing immediate remedial works.	
Typical activities at JG7	Knowledge, skills & experience at JG7
With or without direct supervision, manage a portfolio of development sites and evaluate work/remedial action, working within a framework for inspections of work to ensure compliance with technical standards. With or without direct supervision, manage a caseload of technical projects and inspections, including site inspections in relation to dangerous structures and carry out remedial/enforcement action as required under the direction of a Senior Area Surveyor or the team manager.	Skills are gained through professional qualifications and/or practical experience. Able to demonstrate competency to work with limited or no supervision on domestic projects (level 4A of the Local Authority Building Control (LABC) Detailed Competency Matrix).

<p>Provide information and advice to businesses and/or individuals as detailed within the programme of work or through spot checks and ensure the appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.</p> <p>Give information and advice to businesses and the public about legislative requirements and building standards for the protection of people in and around buildings. Establish & maintain appropriate links with building professionals to encourage repeat business.</p> <p>Communicate effectively with contractors, colleagues and businesses, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p> <p>React positively to feedback from businesses, customers, colleagues and partner agencies to promote future business.</p>	<p>Newly qualified building control surveyor (or other qualification relevant to building control) or with significant building control relevant experience within professional practice, private sector government body or Local Government.</p> <p>Working toward eligibility for corporate membership of the Royal Institution of Chartered Surveyors (Chartered Building Control Surveyor), the ABE or Chartered Institute of Building or equivalent.</p> <p>A working knowledge of legislation and professional codes of practice for the service area, including legislation relating to construction and the Health and Safety at Work (etc.) Act 1974.</p> <p>Ability to manage/organise own work to meet agreed deadlines</p> <p>Have an understanding of professional boundaries and how they impact on service delivery within the setting of local government.</p> <p>Have an understanding of financial constraints and how they impact on service delivery.</p>
<p>Performance measures at JG7</p>	<p>Competencies at JG7</p>
<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number of inspections undertaken</p> <p>Feedback from customers, colleagues and partner agencies</p>	<p><u>Team Working</u> ~ ability to work as part of team and coordinate work activities to maximises service delivery</p>

<p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p><u>Service user/ outcome focused</u> ~ sets challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery</p> <p><u>Problem solving & judgment</u> ~ breaks down complex issues into manageable parts and thinks through the implications of decisions</p> <p><u>Planning & Organising</u> ~ prioritises and organising work, makes personal work plans to meet the longer-term requirements of the service</p> <p><u>Business Awareness</u> ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p>
--	--

Level 8 – JM1

Role purpose:

Expected to undertake technical assessments/activities and make decisions based on those assessments within the building control service as part of a career grade role, using skills that would have been gained through professional qualifications and/or practical experience. The work ranges from evaluating volume developments of domestic dwellings through to complex structures, and all in between including assessing dangerous structures and implementing immediate remedial works. Typically, roles at this level deliver a specific service, are part of a collaborative team responsible for specific service developments. Roles at this level can be involved in supervising/managing the work of others within an overall management framework.

Typical activities at JM1

Manage a range of development sites, including structures, and evaluate work/remedial action and develop a framework for inspections of work to ensure compliance with legislative requirements.

Manage a caseload of technical projects or inspections and take enforcement action as necessary. Undertake site inspections in relation to dangerous structures and carry out actions as required. Undertake out of hours work in accordance with a team rota.

Assist in developing commercial opportunities and maintain a sustainable client base within the private building development sector for both commercial and domestic clients.

Give information and advice to businesses and the public about legislative requirements and standards for the protection of people in and around buildings. Establish & maintain appropriate links with building professionals to encourage repeat business.

Support in preparing cases for enforcement or other legal action to maintain compliance with technical standards

Knowledge, skills & experience at JM1

An approved professional qualification relevant to building control, construction or similar discipline, and significant post qualification practical experience in building control surveying role within professional practice, private sector government body or Local Government.

Able to demonstrate competency to work with no supervision on domestic projects and with supervision on non-domestic low risk buildings (levels 4A and 5 of the Local Authority Building Control (LABC) Detailed Competency Matrix).

Eligibility for Corporate Membership or working toward corporate membership of the Royal Institution of Chartered Surveyors (Chartered Building Control Surveyor), the ABE or Chartered Institute of Building or equivalent

A comprehensive knowledge of legislation and professional codes of practice for the service area, including legislation relating to construction and the Health and Safety at Work (etc.) Act 1974.

<p>Communicate effectively with contractors, colleagues and businesses, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p>	<p>Ability to manage/organise own work to meet agreed deadlines.</p> <p>Have a good understanding of professional boundaries and how they impact on service delivery within the setting of local government.</p> <p>Have a good understanding of financial constraints and how they impact on service delivery.</p>
<p>Performance measures at JM1</p>	<p>Competencies at JM1</p>
<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number of inspections undertaken</p> <p>Feedback from customers, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p><u>Team Working</u> ~ able to work as part of team and coordinate work activities to maximise service delivery. Cooperation and flexibility, sharing best practice to develop self and others</p> <p><u>Service user/ outcome focused</u> ~ sets challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery</p> <p><u>Problem solving & judgment</u> ~ facilitates others to solve problems, breaks down complex issues into manageable parts and thinks through the implications of decisions</p> <p><u>Planning & Organising</u> ~ Prioritises and organising work for self and others, makes plans to meet the longer-term requirements of the service</p> <p><u>Business Awareness</u> ~ Understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p>

	<u>Leadership Standards</u> ~ demonstrates the behaviours set out in the council's leadership standards.
--	--

Level 9 – JM2**Role purpose:**

The post holder is required to have significant post qualification experience to deliver specific work streams, provide technical advice and guidance to others (including other professionals) and can have responsibility for managing resources (people and budgets) within the team.

The post is part of a team providing a professional, building surveying service to monitor building maintenance and development to ensure compliance with regulatory standards both for the council's estate and for the private building sector.

Typical activities at JM2

Manage a range of high profile development sites, including complex structures, and evaluate work/remedial action and develop a framework for inspections of work to meet legislative requirements.

Manage a caseload of technical projects or inspections and lead on enforcement action as necessary. Undertake site inspections in relation to dangerous structures and carry out actions as required. Undertake out of hours inspections of dangerous structures in accordance with a team rota.

Develop commercial opportunities and maintain a sustainable client base within the private building development sector for both commercial and domestic clients to meet income targets.

Provide information and advice to businesses and/or individuals as detailed within the programme of work or through spot checks and ensure the appropriate action is taken to comply with legislation and technical standards.

Take a lead role in preparing cases for enforcement or other legal action within the appropriate timescales.

Knowledge, skills & experience at JM2

An approved professional qualification relevant to the construction industry and significant post qualification practical experience in building control surveying role within professional practice, private sector government body or Local Government.

Able to demonstrate competency to work with no supervision on domestic and non-domestic low risk buildings (levels, 4A, 5 and 5A of the Local Authority Building Control (LABC) Detailed Competency Matrix).

Eligibility for Corporate Membership of the Royal Institution of Chartered Surveyors (Chartered Building Control Surveyor), the ABE or Chartered Institute of Building or equivalent professional body

A comprehensive knowledge of legislation and professional codes of practice for the service area, including legislation relating to construction and the Health and Safety at Work (etc.) Act 1974.

<p>Give information and advice to businesses and the public about legislative requirements and standards for the protection of people in and around buildings. Establish & maintain appropriate links with building professionals to encourage repeat business.</p> <p>Communicate effectively with contractors, colleagues and businesses, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p> <p>Under the direction of the team manager or deputy, undertake day to day supervision of others and support their professional development including mentoring and support of colleagues, enhancing and developing competencies, disseminating best practice findings to improve the performance of the team.</p>	<p>Ability to manage/organise own work and that of colleagues to meet agreed deadlines.</p> <p>Ability to provide technical advice and guidance to others (including other professionals) and be a role model for professional development</p> <p>Have experience and sound knowledge of professional boundaries and how they impact on service delivery within the setting of local government.</p> <p>Have experience and sound knowledge of financial constraints and how they impact on service delivery.</p>
Performance measures	Competencies
<p>Quantifiable objectives ~ e.g. number of cases held at any one time, impact evaluation of service delivery, quality of records or cases, etc</p> <p>Feedback from businesses, colleagues and regional agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p> <p>360 feedback from staff and colleagues</p> <p>Performance of the team</p>	<p><u>Team Working</u> ~ assists other team members through mentoring and longer term assistance, encourages and empowers others, role model for others</p> <p><u>Service user/ outcome focused</u> ~ sets challenging goals for self and others and identifies opportunities and barriers and deals with them to achieve service delivery.</p> <p><u>Problem solving & judgment</u> ~ facilitates others to solve problems, breaks down complex issues into manageable parts and thinks through the implications of decisions.</p> <p><u>Planning & Organising</u> ~ prioritises and organising work for self and others, makes plans to meet the longer term requirements of the service.</p>

	<p><u>Business Awareness</u> ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p> <p><u>Leadership Standards</u> ~ demonstrates the behaviours set out in the council's leadership standards.</p>
--	--

Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.