

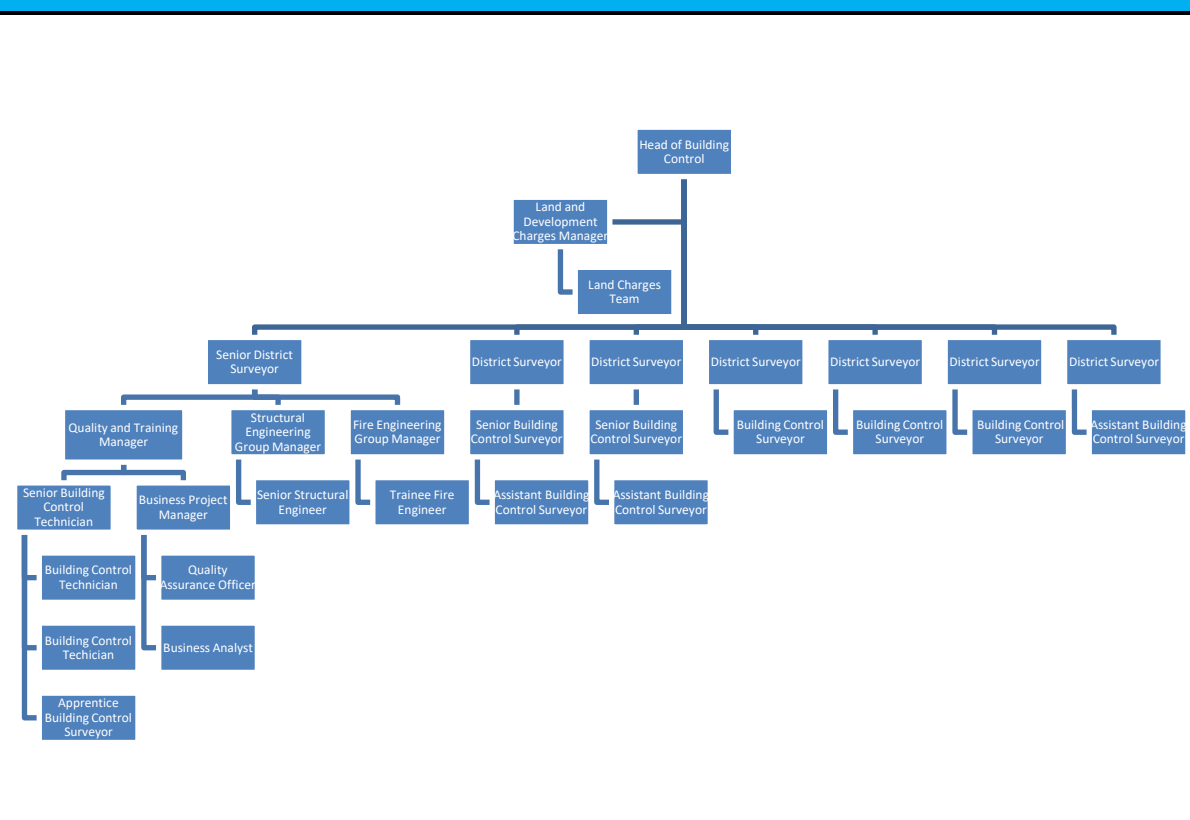
JOB DESCRIPTION

Job title	Assistant Building Control Surveyor
Directorate	Planning and Place
Service	Building Control
Team	Building Control
Grade	Grade E

DBS Check Required	None
Justification for DBS	Choose an item.
Politically Restricted	No

Responsible to:	District Surveyor
Employees directly supervised (if applicable):	N/A

Organisational structure chart



1. JOB PURPOSE:

Undertake technical assessments/activities on building work 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 health, safety, sustainability, energy conservation, accessibility and design.

Under supervision work on a range of projects within Class 2A – 2B, examining plans and carrying out site inspections, initiating and dealing with enforcement action.

Support the administration of the Service through responding to general telephone calls and emails.

2. DESCRIPTION OF DUTIES:

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

Based on validated and registered competence, under supervision, manage a portfolio of Class 2A – 2B development sites (including new applications, regularisation and reversion applications) and maintain proper records, for plan appraisals and site inspections, the evaluation of work/remedial action, working within a supervisory framework for inspections of Class 2A – 2B projects to ensure compliance with current Building Regulations, Building Act 1984, allied legislation and technical standards.

Carry out enforcement action as required under the direction/supervision of a District Surveyor.

Within the limits of competence provide accurate information, advice and professional support to businesses and/or individuals, in accordance with the inspection framework or through 'spot checks' and ensure appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from a District Surveyor.

Either inside the band of competence, or outside of it but under supervision, investigate matters, including complaints from elected members and the public, 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. The post holder will arrange for relevant information, records and files of evidence are sent to a District Surveyor to pass to the council's solicitors as part of an enforcement case. 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 District Surveyor.

Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach to the provision of guidance, advice and service delivery.

Establish and maintain appropriate links with building professionals, providing an excellent customer-focussed service (either face-to-face or other appropriate form of communication) and support the development of the building control service and with the exploration of new and expanding markets to encourage new and repeat business.

Respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/or end of the day.

Understand the vision, values and strategic priorities of the Council so that Officers are engaged and motivated to deliver the Council's strategic and service priorities and objectives.

Actively pursue continued personal development of skills, knowledge and competency necessary for effective performance in the role, for the team, service and authority.

Contributing to the continued registration of Building Control to ISO 9001

To positively contribute to a strong, efficient and effective performance culture with a focus on service excellence and customer satisfaction.

Work in accordance with the Code of Conduct for Registered Building Inspectors. Ensure relevant corporate requirements regarding Health and Safety are met by the department.

Ensure that General Data Protection Regulations are being met by the department.

Ensure relevant Freedom of Information and Environmental Information Regulations are responded to.

Be committed to the promotion of the Council's Policies on Equal Opportunities and of the role of the service in challenging discrimination and disadvantage and promoting opportunity.

As part of the Building Control telephone hunt group respond to general enquiries as well as general emails.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea have identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications/Training/Certificates Working towards associate membership with a relevant professional body (e.g., CABE, CIOB, RICS) Class 1 or Class 2A, 2B registered building inspector
C	Skills, knowledge and experience Proven experience in the preparation of technical reports either within an academic or work setting that evaluates the design or construction of a building in accordance with the Building Regulations 2010 (as amended).

	Experience of working within a quality management system or university framework that ensures tasks are completed in accordance with a specified standard. Good knowledge of the building control regime, and purpose of approved documents and associated design guidance in relation to ensuring safe buildings are designed and built in accordance with the Building Regulations 2010 (as amended). Good communication skills both written and oral, with the ability to write letters, emails and reports to both construction professionals and public audiences. Good time management and organisational skills, able to effectively manage tasks in accordance with work priorities.
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OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.

They guide our interactions with residents, businesses, visitors, partners and each other.

They are also a measure of how well we've done.

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.

F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.