THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA

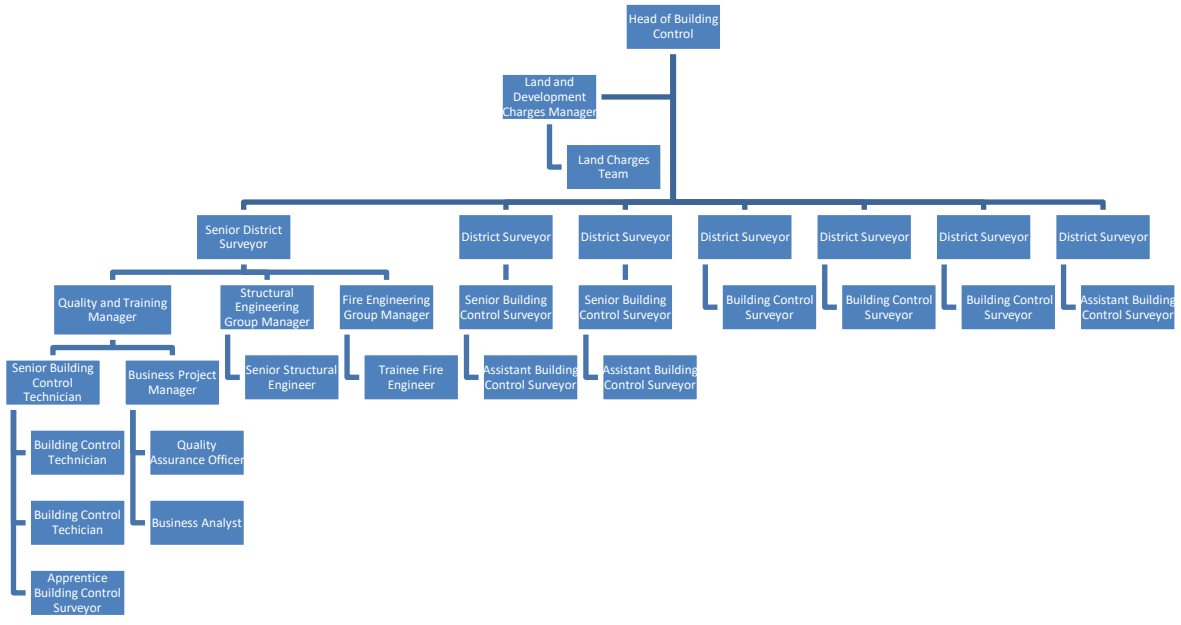
JOB DESCRIPTION

Job title	District Surveyor
Directorate	Planning and Place
Service	Building Control
Team	Building Control
Grade	Grade J and £9k market supplement

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

Responsible to:	Head of Building Control
Employees directly supervised *(if applicable)*:	Building Control Surveyor(s)

Organisational structure chart



1. JOB PURPOSE:

The District Surveyor is responsible for establishing the policies, standards and procedures necessary for the Council to deliver the statutory functions as a Building Control Authority under relevant building safety legislation.

The role provides assurance, oversight and governance of the Building Control Service, and importantly, tracking and demonstrating the performance of the Service to the Building Safety Regulator.

The role owns and oversees demand and capacity management within the Service, full cost recovery of the trading account, resource planning, risk, and contract management in addition to other corporate duties.

The role has specific responsibility for acting as the Registered Building Control Surveyor for Class 3 building control applications, which include major, high risk or high-profile projects.

The role will performance manage and supervise building control surveyors in the exercise of their duties.

2. DESCRIPTION OF DUTIES:

- Provide technical advice to the lead executive Councillor (called the Lead Member) and senior officers through the preparation of reports and briefings on building safety, building regulations, and dangerous structures regulatory issues.

- Ensure building control teams meet the Operational Standard Rules and reporting requirements set by the Building Safety Regulator.

- Change and transform the culture and working practices of the service as part of the Council's response to the Grenfell Tower Public Inquiry report and recommendations.

- Ensure the delivery of high quality, cost effective, customer focused building control services which meet the Council's statutory responsibilities and contributes to the delivery of the Council Plan to make the Borough Safer.

- Lead in the regulatory approval of major, high risk and high-profile projects for the Council or for the Building Safety Regulator.

- Ensure reports of dangerous or neglected structures are investigated, managed imminent hazards and risks with effective remedial works undertaken.

- Ensure reports of unauthorised works are investigated, manage imminent hazards and risks with effective resolution of contraventions.

- Enforce the building regulations in the borough, ensuring public safety in and around buildings.

- Effectively regulate Registered Building Control Approvers ensuring they comply with relevant building control legislative requirements.

- Support staff in adapting to new ways of working, culture and work responsibilities of the new building control regime.

- Undertake 1:1 meetings, performance manage and sickness manage building control surveyors.

- Ensure that effective management controls are in place to ensure that the Building Control Authority is in compliance with:

    - 'restricted activities'

    - Operational Standards Rules

    - Reporting requirements

- Ensure that the Council's building inspectors meet the statutory requirements in relation to competency assessment, training and development.

- Ensure building control teams are equipped to implement new regulations, statutory and non-statutory guidance in the design and construction of buildings.

- Provide registered building inspectors to the Building Safety Regulator in support of multi-disciplinary teams regulating Higher-risk buildings.

- Take an active leadership role in representing and promoting the Council externally, working closely with statutory and non-statutory organisations within the local government, fire safety and construction sectors.

- Drive service quality excellence to promote the service in a competitive market, including partnership working with other London boroughs.

- Provide expert advice in support of Council response to government consultations and technical reviews in relation to building control.

- Review building control charges to ensure they are in support of Council medium term financial strategy targets, reporting on activity, trends and outturns.

- Appoint third surveyors under the Party Wall etc Act 1996, ensuring that best practice is being followed such as published by the Pyramus & Thisbe Society.

- Ensure processes and procedures are in place to collect levies under the building control regime.

- Deputise where necessary for the Head of Building Control in the attendance of meetings and responding to correspondence.

- Contribute as a member of the Management Team to the overall management of the Building Control Authority and delivery of services.

- 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.

Budget management responsibilities:

- Building Control Trading Account £954,000

- Building Control General Funds £582,400

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** Chartered membership with a relevant professional body (e.g., CABE, CIOB, RICS) Class 3 registered building inspector
C	**Skills, knowledge and experience** • Proven leadership experience within the building safety or construction industry with experience in the design and delivery of regulatory services with a track record of delivering results. • Strong leadership and strategic thinking, with the skills and experience to deliver cultural change within an organisation.

	• Expert technical knowledge in the use of Approved Documents and relevant British Standards, Eurocodes and other design guidance to ensure safe buildings are designed and built in accordance with the Building Regulations and related building safety legislation. • Proven experience in the resource planning of services, leading regulatory functions within a fast changing legislative environment, including the design and delivery of systems, policies and procedures to ensure continuous service improvement. • Proven experience managing budgets and implementing commercial strategies that deliver organisational business development. • In-depth knowledge of building regulations, codes, and construction industry best practices, with the ability to effectively distil technical matters to Senior Officers and Lead Members. • In-depth knowledge of building safety and building remediation, including the Building Safety Programme. • In-depth knowledge of fire safety and the Fire Safety Order with experience of reviewing Fire Risk Strategies in relation to corporate assurance. • Excellent communication skills with proven experience writing policy papers, expert witness reports and public consultation responses. • Excellent negotiation, and engagement skills with experience delivering complex projects through political and stakeholder management.

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.