

# Post Specification

## Post Specification - Key Information

- **Post Title:** Trainee Building Control Surveyor
- **Date:** August 2025
- **Post Group Number:** 8760
- **Job Family:** Regulation and Technical
- **Job Family Role Profile:** RT9
- **Final Grade:** 10

To be read in conjunction with the job family role profile.

## Service Area Description

The Service is responsible for managing and delivering the building control service for Westmorland and Furness Council. Building Control is responsible for ensuring (for applications under its supervision) that development within the Council area is built in accordance with the relevant building regulations and managed in accordance with the requirement of the Building Safety Act. It is also required to manage the dangerous structures procedure.

## Purpose of this Post

The Graduate / Trainee Building Control Surveyor supports the delivery of a high-quality, customer-focused building control service while undertaking a structured programme of technical and professional development. Reporting to the Area Manager for Building Control the postholder is responsible for carrying out site inspections, assessing plans for compliance with the Building Regulations, and supporting enforcement and dangerous structures duties under supervision. The role is designed to provide hands-on experience and growing responsibility, enabling the postholder to develop the skills and qualifications needed to progress to a fully qualified Building Control Surveyor position.

## Key Job Specific Accountabilities

- 1. Application Assessment and Advice:**
  - Support the assessment of building regulation applications, including full plans, building notices, and regularisation applications.
  - Under supervision, provide technical advice to applicants, agents, and contractors on compliance with the Building Regulations and associated legislation as training progresses.
  - Assist in identifying design issues and proposing appropriate solutions to ensure buildings meet safety, accessibility, and energy performance standards.
- 2. Site Inspections and Monitoring:**
  - Undertake regular site inspections (under guidance) to monitor works in progress and ensure compliance with approved plans and statutory requirements.
  - Accurately record inspection findings and report non-compliance or health and safety concerns to senior colleagues.
  - Learn to apply professional judgement in assessing complex construction situations, with increasing responsibility as competence develops.
- 3. Dangerous Structures and Enforcement Support:**

- Assist with the inspection and logging of dangerous structures and unauthorised works under the Building Act 1984.
- Support the preparation of documentation and evidence for potential enforcement action or legal proceedings.
- Understand and apply procedures for dealing with emergency responses to unsafe buildings.

#### **4. Customer Engagement and Communication:**

- Build strong working relationships with homeowners, developers, architects, and internal services to ensure proactive compliance and customer satisfaction.
- Respond to customer queries and support the resolution of site issues under the guidance of senior officers.
- Promote a positive image of the service through courteous, professional, and knowledgeable communication.

#### **5. Professional Development:**

- Participate fully in a structured development programme, including on-the-job learning, mentoring, formal training, and academic study (if applicable).
- Work towards a relevant qualification or professional accreditation (e.g., CIOB, CABE, RICS) in building control or construction.
- Take personal responsibility for maintaining and updating professional knowledge and skills.

#### **6. Data and Systems Management:**

- Accurately maintain records in the digital case management system, ensuring data is up-to-date, consistent, and in line with service procedures.
- Contribute to the monitoring of compliance trends and assist with performance reporting and service improvement initiatives.
- Support the digitisation of inspection records, documents, and evidence where appropriate

### **Key Facts and Figures of the Post**

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

### **Essential Criteria**

#### **Qualifications:**

- Degree or equivalent qualification in Building Surveying, Construction, Architectural Technology, or a related field (or working towards it) or relevant period of professional experience

#### **Knowledge:**

- Interest in construction, surveying, building standards, or public safety
- Willingness to undertake a structured training programme towards a relevant professional qualification

#### **Expertise:**

- Good organisational skills and attention to detail
- Basic IT skills, including familiarity with Microsoft Office applications
- Strong verbal and written communication skills

### **Disclosure and Barring Service (DBS) Checks**

- This post does not require a DBS check.

### **Job Working Circumstances**

- **Emotional Demands:** Minimum exposure

- **Physical Demands:** The post holder may be required to lift and carry equipment and may be required to work in awkward or confined spaces
- **Working Conditions:** Able to undertake daily onsite inspections/visits which can predominantly be outside which may include hazardous and difficult environments including working at height. Able to work in all adverse weather conditions

#### Other Factors:

- Ability to travel throughout Westmorland & Furness and occasionally beyond.
- To model and display the corporate standards of behaviour.