

Post Specification

Post Specification - Key Information

- **Post Title:** Building Control Senior Surveyor
- **Date:** November 2024
- **Post Group Number:** 8641
- **Job Family:** Regulation and Technical
- **Job Family Role Profile:** RT13
- **Final Grade:** 14

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 Senior Building Control Surveyor plays a key role in ensuring that construction projects meet the relevant regulatory standards, including UK Building Regulations and associated legislation. This position involves assessing building plans, conducting site inspections, and providing expert advice on compliance. The Senior Building Control Surveyor will manage multiple projects, provide support to junior surveyors, and work closely with clients, contractors, and design teams to ensure the safe and compliant construction of buildings.

Key Job Specific Accountabilities

1. **Regulatory Compliance & Safety:**
 - Use discretion and initiative over a range of frequent decisions pertaining to the building control regulations
 - Ensure all projects comply with the UK Building Regulations, planning requirements, and relevant safety standards.
 - Review and assess plans, specifications, and materials for compliance with building control regulations, particularly in areas such as fire safety, structural integrity, and energy efficiency. Analyse and interpret complex problems to come to a view on how to ensure compliance.
 - Conduct site inspections at key stages of construction to ensure ongoing compliance with approved designs and standards.
 - Identify and report any non-compliance issues and work with the project team to overcome challenges.
2. **Project Management:**
 - Manage a portfolio of building control projects, ensuring timely inspections and assessments.

- Provide technical advice and guidance on compliance issues throughout the design and construction phases.
- Monitor progress on site and ensure any issues of non-compliance are addressed in a timely manner.

3. Site Inspections & Reporting:

- Perform regular inspections of construction sites, identifying potential issues and ensuring that corrective actions are taken where necessary.
- Record detailed and accurate site visit reports, noting compliance, non-compliance, and areas for improvement.
- Issue completion certificates once projects meet all building control requirements.
- Comply with and adhere to all CDM regulations and Health and Safety regulations when working on site.

4. Enforcement

- Lead on the more less complex commercial and residential building regulations enforcement activity, ensuring serious breaches are investigated and resolved appropriately including interviewing under PACE regulations
- Work with Legal Services in coordinating any enforcement action as required
- Attend court hearings or inquires as required.
- Attend and assess Dangerous Structures call outs that will sometimes be outside of normal working hours and serve notice when required under Section 77/78 of The Building Act

5. Technical Support:

- Provide technical advice and support to building control officers and junior surveyors, helping them resolve compliance issues and develop their skills.
- Assist in reviewing more complex or high-risk projects under the guidance of the Principal Building Control Surveyor and Building Control Service Manager.
- Stay updated on changes in regulations, codes of practice, and construction methods, and share this knowledge with the team.

6. Stakeholder Engagement:

- Collaborate with clients, architects, developers, and contractors to ensure that they understand building control requirements and any necessary corrective actions.
- Attend project meetings as the building control representative, providing guidance on compliance and construction standards.
- Build and maintain strong working relationships with external stakeholders to promote a positive and effective working environment.

7. Quality Assurance:

- Ensure all inspections, assessments, and documentation are completed to a high standard and in accordance with internal quality assurance processes.
- Ensure that all project records are up to date and meet regulatory and audit requirements.

8. Problem-Solving & Risk Management:

- Identify and mitigate risks during both the plan review and site inspection stages of projects.
- Resolve complex technical issues and escalate matters where needed to the Principal Building Control Surveyor or Senior Manager.

- Provide recommendations for corrective actions where non-compliance is found and follow up to ensure rectification.

9. **Team Collaboration & Mentoring:**

- Act as a mentor to junior surveyors and officers, helping them to develop their technical knowledge and experience.
- Support colleagues in delivering a high-quality service to clients and stakeholders.
- Contribute to the continuous improvement of the building control service through sharing ideas and best practices.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** Responding to out of ours Dangerous Structures calls

Essential Criteria

Qualifications:

- Full membership of a recognised professional body (e.g., RICS, CABE, CIOB) and qualified to Level 2F.
- Degree or HNC/HND in Building Surveying, Construction Management, Civil Engineering, or a related field.

Knowledge:

- Strong knowledge of UK Building Regulations and associated construction standards, particularly in relation to health, safety, fire, and energy efficiency.

Experience:

- Considerable period of relevant experience working in building control with experience in managing a range of construction projects.
- Experience in managing multiple projects, with the ability to prioritise tasks and meet deadlines.

Expertise:

- Proficient in interpreting and assessing construction drawings, technical reports, and building specifications.
- Excellent written and verbal communication skills, with the ability to explain technical information clearly to both technical and non-technical audiences.
- Strong analytical and problem-solving skills, with the ability to assess risks and resolve compliance issues efficiently.
- Competent in using relevant building control software and systems for managing inspections and documentation.

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.