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| **Post Title**: Building Control Officer Career Graded |
| **Department**: Business, Growth and Infrastructure | **Post No**:  |
| **Division/Section**: Planning Division/Building Control Section | **Post Grade**: Career Grade 9 to 14 |
| **Location**: 3 Knowsley Place, Bury | **Post Hours**: 37 hours per week Monday to Friday (Flexitime scheme in operation) |
| **Special Conditions of Service**: Occasional attendance outside normal working hours is required. |
| **Purpose and Objectives of Post**: To ensure that all building works are carried out in accordance with Building Regulations, Public Health and Local Acts and that public and private buildings are in the condition required by legislation to protect the health and safety of the public (within the limits of the experience of the postholder). |
| **Accountable to**: Head of Building Control  |
| **Immediately Responsible to**: Team Leader |
| **Immediately Responsible for**: Assistant Building Control Officers/Technical Assistants (subject to hierarchy) |
| **Relationships: (Internal and External)****Internal**Staff in the Department and other Departments of the Council particularly architects, surveyors, etc.**External**Officers of Greater Manchester Fire Service, HM Health & Safety Executive and members of the public. |
| **Control of Resources**: **Health &** Ensure that the Council's contractors comply with the relevant Health & Safety**Safety** legislation, particularly in respect of work involving dangerous buildings. Duties and  responsibilities under the Construction (Design and Management) Regulations 1994  (CDM).**Equipment:** Maintain mobile telephones, radios and safety equipment issued and used in  accordance with the manufacturers' instructions. |
| **Job Description prepared by:** | **Sign:**  | **Date:**  |
| **Agreed correct by Postholder:**  | **Sign:** | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | **Date:** |
| **Level 1** * Ensure all new building works comply with Building Regulations and current legislation within the context of the Council’s constraints through the provision of advice to developers and contractors and carrying out visits within the target periods.
* To execute plan checking for Building Regulations and associated legislation purposes and manage your plan checking case load to decide all applications within the targets
* To carry out structural surveys on buildings for which applications have been received for various types of grants.
* To execute the inspections of buildings and places for which applications for various licences have been received.
* Where necessary, assist other Local Authority staff with their duties outside normal office hours where there is a Building Control issue, including deputising for Building Control Officers and Senior Building Control Officers in resolving issues in connection with dangers structures.
* To advise architects, builders and the public on the requirements of the Building Regulations and other legislation relating to the work of the section.
* Maintain and update computerised records in respect of all inspections carried out relating to building regulations including inspections and other building control activities.
* To gain a thorough knowledge of the Sections computer packages through training and familiarity, inputting data and obtaining information and liaising with other users in the Department and maintain and update computerised records in respect of all inspections carried our relating to building regulations.
* Make necessary recommendations and issue completion certificates as appropriate.
* Investigate complaints from members of the public, elected members and other members of staff relating to building works and provide advice on building issues which fall outside the scope of building regulations. All transactions will be carried out in line with the Authority’s Customer Care policy.
* As directed by BCO’s or SBCO’s serve legal and enforcement notices as necessary (under powers contained in section 78 of the Building Act 1984)..Arrange for files of evidence to be deposited with the council solicitors. Attend the magistrates court as the councils expert witness in associated enforcement cases

**Level 2** **Duties/Responsibilities**: All Level 1 plus* To undertake the examination and assessment of dangerous buildings, other structures and dilapidated buildings and report to the Senior Building Control Officers
* Supervise and support the level 1 BCO’s including the delegation of suitable plan checking and site inspection duties.
* To participate in the Building Control rota for the provision of ‘out of hours’ services in connection with reports of immediately dangers structures and conditions. Liaise with representatives of GM police, fire service, the Council’s First Response Team and others as necessary. Arrange for buildings to be made safe following discussions with contractors
* To ensure that the demolition of buildings or structures is carried out in accordance with conditions laid down in approvals or arising from emergency dangerous building incidents.
* To instigate and serve legal and enforcement notices as necessary (under powers contained in section 78 of the Building Act 1984.Arrange for files of evidence to be deposited with the council solicitors. Attend the magistrate’s court as the council’s expert witness in associated enforcement cases.

 * Arrange for any necessary work to remove dangerous conditions to be carried out and, where necessary, the re-securing of buildings and the re-housing of affected persons.
* To gain a thorough knowledge of the Section's computer packages through training and familiarity, inputting data and obtaining information and liaising with other users in the Department.
* Respond to emergency situations relating to dangerous structures, make safe through the removal of dangerous conditions, obtain tenders for and supervise works of a remedial nature, serve relevant legal notices and represent the Authority at the Magistrates Court as appropriate. Responsibility for the monitoring of the condition of dangerous buildings.

**Level 3 As for Levels 1 and 2 plus** * Liaise with relevant organisations and bodies relating to submissions received, carry out on-site meetings and inspections, make necessary recommendations and issue completion statements as appropriate.
* Respond to other Departments and give appropriate advice to ensure compliance with registration and licensing conditions in respect of the uses to which land and buildings are put, including structures of a temporary nature and ensure safety standards are adhered to.
* Check the siting of buildings as requested by the Development Management Section and supervise duties in relation to land charge searches and the naming and numbering of streets within new residential developments.
* Investigate complaints regarding non-compliance with Building Regulations. Undertake enforcement procedures, with legal services if required, to achieve compliance. Investigating and preparing reports of unauthorised works and taking relevant enforcement action in accordance with QA System working procedures. To attend Court as and when necessary to provide Council’s evidence in court proceedings. To prepare proof of evidence and attend proceedings as a professional witness
* Prepare reports as required by the Director of the Department for Business, Growth and Infrastructure or Head of Service for the Building Control Section and make recommendations in line with Delegated Powers for action at the relevant Committee meeting.
* Ensuring that the Council’s obligations and duties in relation to the Building Safety Regulator are appropriately in place through appropriate actions, training and development of all staff and any further requirements arising from the Hackett Report/Inquiry.
* Supervise and allocate the work of the Level 1 and 2 Building Control officers and Technical Support Team, monitor performance and output, and identify training needs. Assist in the education, training and gaining of experience of all team members. Development and training of less experienced and qualified staff on all aspects of the building control function, when designated.
* Actively participate in reviewing process and procedures in connection the Building Control teams ongoing ISO 9001 registration.
* Deputise for the Building Control Team Leader in his/her absence.
* By previous agreement, in the event of emergencies outside office hours, be available to give advice by telephone or attend hazardous sites as necessary to ensure public safety.
* Full Membership of an appropriate professional body i.e., CABE, RICS, etc including recording of the annual CPD requirement.
* To actively promote Local Authority Building Control. Be able to market and promote the Building Control Service in order to secure major projects. Must have a good knowledge and appreciation of the competitive issues facing Building Control and the ability to develop customer orientated initiatives for Building Control Services.
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| **Safeguarding:**As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.**Equality Diversity and Inclusion:**Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.**Health and Safety:**The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.**Health and Wellbeing:**As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) |

**Person Specification**

**Department for business Growth and Infrastructure**

**CAREER GRADED BUILDING CONTROL OFFICER – L1**

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| **ASSESSMENT****METHOD** | **SHORT-LISTING****CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Application form/Interview | Minimum of HNC/ HND or equivalent level 4/5 qualification in Building |  | ✓ |
| Application form/Interview | Experience gained working in the building industry | ✓ |  |
| Application form/Interview | Knowledge of building construction | ✓ |  |
| Application form/Interview | Previous experience in a Local Authority Building Control office |  | ✓ |
| Application form/Interview | Knowledge of Building Regulations |  | ✓ |
| Application form/Interview | Excellent written & oral communication skills | ✓ |  |
| Application form/Interview | The ability to demonstrate good keyboarding skills | ✓ |  |
| Application form/Interview | Willingness to undertake computer work |  ✓ |  |
| Application form/Interview | Knowledge of various computer packages | ✓ |  |
| Application form/Interview | Full driving licence and access to a car | ✓ |  |
| Application form/Interview | The ability to attend work outside normal office hours in the event of emergency |  | ✓ |

**Person Specification**

**Department for Business Growth and Infrastructure**

**CAREER GRADED BUILDING CONTROL OFFICER – L2**

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| **ASSESSMENT****METHOD** | **SHORT-LISTING****CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Application form/Interview | Degree in Building | ✓ |  |
| Application form/Interview | Minimum of 3 years’ experience gained working in a building-related industry | ✓ |  |
| Application form/Interview | Knowledge of building construction | ✓ |  |
| Application form/Interview | Previous experience in a Local Authority Building Control office |  | ✓ |
| Application form/Interview | Knowledge of Building Regulations | ✓ |  |
| Application form/Interview | Excellent written & oral communication skills | ✓ |  |
| Application form/Interview | The ability to demonstrate good keyboarding skills | ✓ |  |
| Application form/Interview | Willingness to undertake computer work |  ✓ |  |
| Application form/Interview | Knowledge of various computer packages | ✓ |  |
| Application form/Interview | Full driving licence and access to a car | ✓ |  |
| Application form/Interview | The ability to attend work outside normal office hours in the event of emergency | ✓ |  |

**Person Specification**

**Department for Business Growth and Infrastructure**

**CAREER GRADED BUILDING CONTROL OFFICER – L3**

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| **ASSESSMENT****METHOD** | **SHORT-LISTING****CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Application form/Interview | Corporate Membership of IBC, ABEng or RICS (Building Survey Division) | ✓ |  |
| Application form/Interview | 5 years’ experience gained working in the building industry | ✓ |  |
| Application form/Interview | Knowledge of building construction | ✓ |  |
| Application form/Interview | Previous experience in a Local Authority Building Control office | ✓ |  |
| Application form/Interview | Knowledge of Building Regulations | ✓ |  |
| Application form/Interview | Excellent written & oral communication skills | ✓ |  |
| Application form/Interview | The ability to demonstrate good keyboarding skills | ✓ |  |
| Application form/Interview | Willingness to undertake computer work |  ✓ |  |
| Application form/Interview | Knowledge of various computer packages | ✓ |  |
| Application form/Interview | Full driving licence and access to a car | ✓ |  |
| Application form/Interview | The ability to attend work outside normal office hours in the event of emergency | ✓ |  |