**Job Description and Person Specification Profile**

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| **Job Title** | Assistant Building Control Surveyor Class 1 |
| **Job ID** | I67 |
| **Service** | Planning and Transportation |
| **Grade** | G |
| **Reporting to** | Head of Planning and Transportation |

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| **The Role** |
| Undertake the delivery of a range of activities within Building Regulations and provide information and feedback about compliance with building control legislation for building or development work as well as associated activities such as demolition, dangerous buildings and sports ground safety, etc.Assist in technical investigations and prepare reports, collect evidence and prepare statements for others to act.Advise on and correctly apply building regulations to respond to queries from architects, builders, contractors and developers, escalating queries to others, where necessary.Undertake a course of study such as the CIOB Level 4 Diploma in Building Control Surveying, delivered by LABC (Local Authority Building Control) or equivalent and achieve the qualification within 12 months.Provide information about and signpost others on a range of subjects within a specific area of work to encourage compliance with and understanding of legislation and guidance on Building Control matters.Communicate orally and in writing with colleagues, contractors and other partner agencies with both verbal and written reports and keeping accurate and up to date contemporaneous notes and records of site visits and technical activities completed in accordance with the councils and the regulators procedures and guidelines. React positively to feedback from businesses, customers, colleagues and partner agencies and the general public to promote compliance within the built environment.**Main Duties and Responsibilities include:*** The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.
* Undertake building control inspections within a defined programme and within statutory frameworks and assist in the taking of necessary action to deal with dangerous structures to maintain public safety. Where appropriate and subject to agreement, undertake directly supervised out of hours work to gain experience in dealing with dangerous buildings.
* Assist in technical investigations and prepare reports, collect evidence and prepare statements for others to act.
* Advise on and correctly apply building regulations to respond to queries from architects, builders, contractors and developers, escalating queries to others, where necessary.
* Undertake a course of study such as the CIOB Level 4 Diploma in Building Control Surveying, delivered by LABC (Local Authority Building Control) or equivalent and achieve the qualification within 12 months.
* Provide information and advice to businesses and to ensure the appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.
* Establish and maintain appropriate links with building professionals, providing an excellent 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 techniques to improve service delivery and promote regulatory compliance.
* Communicate effectively with contractors, colleagues and businesses and the general public, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.
* React positively to feedback from businesses, customers, colleagues and partner agencies and the general public to promote regulatory compliance.
* The post holder will be required to comply with relevant legislation and in accordance with the Council’s policies and procedures.
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| **About You** |
| **Your essential qualifications*** NVQ level 2 in literacy and numeracy or 5 GCSEs at grade 4 or above, in English, Maths, a Science (preferably Physics or Chemistry) and two other subjects.
* Ability to successfully complete a Level 4 qualification in Building Control (this includes but is not limited to courses provided by Local Authority Building Control (LABC)).
* Ability to obtain Class 2A/2B Registered Building Inspector status through the Building Safety Regulator within the time taken to complete the approved training course plus one year.

**Your essential skills, knowledge and experience*** Through training, development and experiential learning, gain a basic knowledge of the management, delivery and technical competencies described in the Building Inspector Competence Framework and work your way to having an appreciation and understanding of these prior to considering applying to prove competence at Class 2A.
* Good IT skills including Microsoft Office programmes.
* Good written, oral and communication skills.
* Well organised and with excellent time management skills.
* Ability to think and act with a pragmatic and creative approach to problem solving.
* Energetic and driven individual that demonstrates a solid work ethic.
* Ability to work as part of a team and alone.
* Ability to maintain good working relationships with stakeholders at all levels, representing the authority in an effective and professional manner.
* Ability to maintain Continuing Professional Development (CPD) in accordance with the Registered Building Inspector Code of Conduct.
* The postholder will be offered the opportunity to undertake other academic and vocational studies to support their continued professional development, in accordance with current HR policies and service needs.
* Full driving license and own vehicle suitable for use at work and/or access to a mode of transport which allows the post-holder to carry out the duties of the role.
* Ability to work in various locations which will require the post holder to work on construction sites including rough terrain, climbing ladders and entering trenches, etc.

**If you have the following experience or qualifications – then that’s great!*** Demonstrate basic knowledge of building regulations and legislation governing building development, and the ability to read building plans.
* Previous work experience in a customer service environment and within the building industry to enable working with stakeholders and engaging with the general public.
* Confident and self-motivated with an aptitude to think laterally.
* Confidence to challenge how things are done and offer solutions or alternatives in a constructive and personable way.
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**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?*** A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

