

### **Job Description and Person Specification Profile**

<b>Job Title</b>	Senior Building Control Enforcement Officer
<b>Job ID</b>	I14
<b>Service</b>	Planning and Transportation
<b>Grade</b>	H
<b>Reporting to</b>	Head of Planning and Transportation

#### **The Role**

To support the Building Control team in undertaking enforcement activity and in the attendance and assessment of potentially dangerous buildings and structures. This will include, where necessary, organising and implementing remedial works in association with other Council teams, contractors and the emergency services.

#### **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.

- Be the lead officer for Building Control enforcement, including dealing with reports of building works occurring without building regulation approval, including those referred by the building control team.
- Deal with enforcement activity referred via the Council's Customer Relationship Manager (CRM) system from Ward Members, members of the public, MPs, other organisations.
- Undertake proactive checks of works being undertaken to ensure compliance with Building Regulations, including checking street/ area checks as directed by the Head of Building Control.
- Undertake proactive Initial Notice checks to establish whether works have commenced beyond the acceptable threshold.
- Attend reports of dangerous building / defective structures as required and as advised by the Building Control Manager.
- Assess dangerous buildings and defective structures and organising and implementing actions and remedial works in association with other Council teams, relevant contractors and the emergency services.
- Support the effective running of the Building Control service, maximising fee income generation to ensure a financially sustainable service in accordance with the service business plan.
- Be 'on-call' on a shift basis according to the out of hours rota across the Building Control service, dealing with dangerous buildings and structures as required.
- Support the development of the building control service and with the exploration of new techniques to improve service delivery and promote regulatory compliance.
- Prepare reports and attend the Council's Enforcement Panel as required.
- 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.

- Liaise with the planning service in relation to enforcement activity including consistency of plans and coordination of enforcement activity.
- React positively to feedback from businesses, customers, colleagues and partner agencies and the general public to promote regulatory compliance.
- Support the Building Control team with site visits and inspections as necessary.
- The post holder will be required to comply with relevant legislation and in accordance with the Council's policies and procedures.

## About You

### Your essential qualifications

- NVQ level 2 in literacy and numeracy or 3 GCSEs at grade 4 or above, in English, Maths, and Science.

### Your essential skills, knowledge and experience

- Demonstrable experience in a Building Control environment, preferably including inspection of dangerous buildings and defective structures.
- Awareness of enforcement of Building Regulations in a Local Authority Building Control (LABC) environment
- Excellent working knowledge of legislation, regulations and professional codes of practice for LABC, including the enforcement elements of the Operational Standards Rules set by the Building Safety Regulator and legislation under the Health & Safety At Work Act 1974.
- Ability to maintain written records to justify decisions made in relation to the practical application of building regulations.
- Ability to manage/organise own work to meet agreed deadlines.
- Ability to travel across the Borough undertaking site visits on a regular basis including access to a car at all times.
- Understand professional boundaries and how they impact on service delivery within the setting of local government.
- Ability to maintain Continuing Professional Development (CPD)
- Full driving licence with insurance cover for driving for work purposes.
- Ability to work out of hours on a rota basis as required to attend dangerous buildings and structures, supporting emergency services where required.
- Ability to fulfil all spoken aspects of the role with confidence through the medium of English

### If you have the following experience or qualifications – then that's great!

- Experience of working with a team of professionals in a Building Control environment
- Experience of implementing and maintaining Quality Management Systems relevant to the work area.
- Experience of setting and achieving fee income targets in a Building Control environment

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.

**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:

