Building Control Officer/Surveyor

**Job Title:** **Building Control Surveyor (Registered Building Inspector)**

**Department: Climate Investment and Growth**

**Division: Climate Planning & Transport**

**Business Unit: Building Control**

**Grade: PO4**

**Supervision and management**

**Reporting to: Principal Area Surveyor (Registered Building Inspector)**

**Responsibility for: Supervising of RBI’s with a registration Class junior to the Class held in this post, when requested by team management and within the limits of their competence.**

**Job Purpose**

Undertake examination and site inspection of Building Regulation submissions to ensure compliance with Building Regulations, London Building Acts (Amendment) Act 1939, Building Safety Act 2022 and other associated legislation.

Assessing dangerous structures and implementing immediate remedial works.

Supervising of RBI’s with a registration Class junior to the Class held in this post, when requested by team management and within the limits of their competence.

**Main Duties and Responsibilities**

1. Undertake a case-load of Building Regulations submissions, including the site inspection and examination of compliance with relevant building control legislation, including the Building Act and Regulations, and the London Building Acts. This will include:

* Plan assessments and issue Decision Notices.
* Appraisal of calculations and other details.
* Preparation and authorisation of letters.
* Undertaking a wide variety of daily site inspections throughout the Borough.
* Enforcement, including attendance at Court.
* The formation of site inspection records and maintenance of application administration.

1. Ensure that applicants are aware of any statutory requirements affecting their proposals.
2. Advise builders, architects and other clients on the Building Control requirements and fees in relation to relevant legislation.
3. Appraise application for compliance with the Building Regulations to ensure the application of appropriate standards and/or codes of practice, and ensure that statutory consultation with external agencies is carried out as necessary.
4. Appraise dangerous structures as requested by Senior Structural Engineer or Deputy Building Control Manager and advise on appropriate remedial action. Participate in any action required in the event of the Authority’s Civil Emergency Plan being activated, or when dealing with demanding Dangerous Structures cases. This may require working outside of normal office hours.
5. Collaborative with and report on matters relating to the activities of other sections, as required, including Development Management, Regulatory Services, Environmental Health and Local Land Charges.
6. Protect the Authority’s interests in all aspects of financial transactions with which the post holder is involved, and assist with the assessment and recovery of fees and charges.
7. Contribute to the development and implementation of service delivery, of marketing and quality initiatives, and promote the Authority’s Building Control Service during normal contacts with building professionals.
8. Prepare responses for management to enquiries on building control matters from the public, clients, Elected Members, MPs, and others with a legitimate interest.
9. Participate in any action required in the event of the Authority’s Civil Emergency Plan being activated, or when dealing with dangerous structures cases. Such cases may require working outside normal office house in exceptional circumstances.
10. Ensure that the provisions of Health and Safety at work are fully implemented in all working practices.
11. **Limits of Competence - The post holder must only carry out unsupervised functions and/or activities that are within the limits of their competence (Class 2A - 2F). Undertaking functions/activities on buildings etc that are beyond the limits of competence (Class 3G – 3H) must be under the supervision of a suitably competent Registered Building Inspector unless the nature of the work being assessed/inspected is the same as the type of work they would usually carry out within the limits of their validated and registered competence.**

**Generic Responsibilities**

Duties expected to be undertaken by all council employees:

* To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
* To carry out the duties of the post with due regard to the Council’s Equal Opportunities Policy.
* To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships.
* To actively promote and uphold the Council’s code of conduct, Lambeth Values, priorities and service standards.
* To undertake other duties appropriate to the grade as directed by management.

**Dimensions**

**Staff Management responsibilities**

The Registered Building Inspector/Surveyor has no management responsibilities, apart from supervising junior Classes as required by the Deputy Building Control Manager.

**Budgetary responsibilities**

The RBI/Surveyor has no budgetary responsibilities, apart from monitoring the time spent on each project and informing the senior surveyor if project is likely to fall outside the allocated budget.

The job holder’s decision making authority is determined by Council policy and procedures.

**NB: The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by the section head or his/her representative.**

**PERSON SPECIFICATION**

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| It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).    You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.    If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (ü) on the person specification when you complete the application form. | | | **Shortlisting**  **Criteria** |
| ***For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade***. | | | |
| **Key Knowledge** | K1 | Knowledge and ability to provide expert advice and assistance on all building control applications and enforcement, and knowledge and understanding of the main legislation including the London Building Acts, Building Act 1984 and the Building Regulations . | A ü |
|  | K2 | Detailed knowledge of all of the following areas:  ▪ Building construction, including reinforced concrete, structural steel/timer work  ▪ Structural engineering, including ability to check and comment on structural calculations.  ▪ Fire safety and means of escape in buildings, including appropriate standards and codes of practice.  ▪ Supervision of building work on site  ▪ Dangerous structures, including appropriate remedial action to make safe.   * Ability to handle a range of applications/projects simultaneously to meet conflicting demands and objectives. | A |
| **Relevant Experience** | E1 | Experience of examining plans for compliance with building regulations and experience of handling and/or leading on more complex plans and applications, and/or project-related work, without immediate close supervision. (This may include, for example, large scale commercial developments). | A ü |
|  | E2 | **Establish and maintain effective relationships with building professionals by delivering excellent service—whether face-to-face or through other appropriate communication channels—while actively supporting the development of the building control service and exploring innovative techniques to enhance service delivery and promote regulatory compliance. Demonstrate experience in leading negotiations with senior professionals, including local authority officers, builders, developers, and architects, on schemes and applications to ensure successful outcomes.** | A |
| **Qualification** | Q1 | All those required for a Class 2A -2F RBI | A ü |
|  | Q2 | Degree or HNC in building, building surveying, civil or structural engineering and relevant post qualification experience, or able to demonstrate a comparable level of knowledge and skills obtained through relevant experience. | A ü |
|  | Q3 | Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement. | A ü |
| **Skills & Competencies** | SC1 | Authorised by the Building Safety Regulator to act as a Class 2A – 2F Registered Building Inspector, with proven skills and competency to work either:   1. without supervision on Class 2A – 2F projects   or;   1. under supervision on Class 3G – 3H buildings.   As a Class 2A – 2F RBI, you will be expected demonstrate sufficient knowledge and understanding of the management, delivery and technical competencies described in the Building Inspector Competence Framework, as they relate to Class 2A – 2F buildings and your role. | A ü |
|  | SC2 | * Good IT skills including Microsoft Office programmes and building control back-office system software. * Effective written, oral, communication and presentation skills with the ability to maintain accurate records. * Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence. * Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence. * Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence. * Ability to think and act with a pragmatic and creative approach to problem solving difficult issues and think through the implications of decisions taken. * Ability to maintain written records to account for decisions made in relation to the practical application of building control activities and functions within the context of audit. * Ability to work on your own initiative with minimal supervision within the limits of your competence. | A ü |

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| **Core Values and Behaviours** |  | **Equity**   * Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. * Ensure fairness and justice is at the heart of my decision making and support to my team and others. * Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. * Develop others and ensure we work as **one team for Lambeth**, encouraging everyone to play their part * Take positive action to ensure **everyone** in my team has opportunities to **learn and grow** at work * Encourage everyone to **be themselves** at work and value who they are * I am inclusive and actively **celebrate diversity,** recognising everyone in my team as individuals. |  |
|  |  | **Kindness**   * Treat each member of my team with **respect and dignity** just as I would want for myself. * **Encourage** each member of my team to do their very best work and am available to them to provide support and guidance. * Personalise my support to each team members and look out for them, lending a hand wherever I can * Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together * Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard * Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. * Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. * Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. |  |
|  |  | **Accountability**   * I encourage and support my team to do the right thing even when it’s tough and we communicate our decisions in a timely way * I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. * I ensure my team plan ahead, getting the basics right and take swift action when problems arise * I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. * I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. * I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. * I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. * I encourage my team to learn and grow and ask questions to find the information they need to do their jobs |  |
|  |  | **Ambition**   * Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. * Encourage my team to be flexible and try new things when it’s appropriate to do so and tell me what could be improved. * Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together * Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes * I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. * Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. * Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. |  |