

# Job Description and Person Specification

Assistant Building Control Surveyor  
PO1- 3 (Link graded – progression based upon  
annual assessment) + 8.5% MS

**A Lambeth to be proud of**



**Job Title:** Assistant Building Control Surveyor  
**Grade:** PO1- 3 progression based upon annual assessment) + 8.5% MS  
**Department:** Growth & Environment  
**Division:** Climate Planning & Transport  
**Business Unit:** Building Control

### **Supervision and management**

**Reporting to:** Principal Registered Building Inspector

**Responsibility for:** N/a

### **Job Purpose**

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

Where appropriate and within limits of competence to support and contribute to the development of surveyors not having the appropriate band of competence.

### **Main Duties and Responsibilities**

1. Undertake a personal case load of Building Regulation 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:
  - Plans examination
  - Preparation and authorisation of letters
  - Inspection of work on site
  - Enforcement, including attendance at court, and
  - The maintenance of records
2. Ensure that applicants are aware of any statutory requirements affecting their proposals.
3. Advise builders, architects, surveyors and other clients on the design of projects that you have been informed you can deal with.
4. Appraise and check fire safety provisions and means of escape to ensure the application of appropriate standards and ensure that statutory consultation with agencies is carried out as necessary. Where appropriate consult with the Fire Surveyor on more complex schemes.

5. Work with and report on matters relating to the activities of other sections, as required, including development Control, Regulatory Services and Environmental Health
6. Contribute to the development and implementation of service delivery and quality initiatives whilst promoting the Building Control service
7. Maintaining normal contacts with building professionals.
8. Assist in providing information to allow responses from enquiries on Building Control matters from Councillors, MP's, and other of legitimate interest and to take appropriate action. Respond directly to the public and clients in relation to works that you have a direct involvement with.
9. Ensure that the provisions of Health and Safety at work are fully implemented in all working practices.
10. To obtain the qualification in a specialist technical area relating to Building Control.

#### **Additional duties for PO2 grade**

11. Advise builders, architects and other clients on the design of detailed and larger projects and fees in relation to relevant legislation.
12. Contribute to the development of service delivery of marketing and quality initiatives.
13. Work 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, including progressing enforcement cases to conclusion.
14. 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. Such cases may require working outside normal office hours in exceptional circumstances.
15. Responsible for checking a range of building control applications, for compliance with relevant legislation for the purposes of issuing a completion certificate.

#### **Additional duties for PO3 grade**

16. Contribute to the development and implementation of service delivery of marketing and quality initiatives.
17. Appraise and check fire safety provisions and means of escape 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.
18. Appraise dangerous structures as requested by Senior Structural Engineer or 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.

activated, or when dealing with demanding Dangerous Structures cases. This may require working outside normal office hours

### **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, values & behaviours, priorities and service standards.
- To undertake other duties appropriate to the grade as directed by management.

### **Dimensions**

#### **Staff Management responsibilities**

- The Assistant Building Control Officer has no formal management responsibilities.

#### **Budgetary responsibilities**

- The Assistant Building Control Officer has no formal budgetary responsibilities.

#### **Other**

- The post holder may be prepared to work outside of normal hours, including attending evening meetings.
- 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

### Assistant Building Control Surveyor (PO1-PO3)

<p>Note: It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing Criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the two ticks scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b>Qualification</b>	<b>Q1</b>	All those required for a Class 2A RBI (including pass in GCSE English & Mathematics)	✓A
	<b>Q2</b>	<ul style="list-style-type: none"> <li>• Be prepared to working towards a relevant degree level or other suitable qualification in Building Control.</li> </ul> <p>e.g. 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.</p>	
	<b>Q3</b>	Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.	
<b>Key Knowledge</b>	<b>K1</b>	<b>At scale PO1</b> : Working towards a 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
	<b>K2</b>	Working towards Class 2A competency assessments	A
		<b>Additional for PO2:</b>	
	<b>K2</b>	Eligible for persons who are Associate Membership of the Royal Institute of Chartered Surveyors, ABE, Institute of Structural Engineers.	

	<b>K3</b>	Knowledge and ability to provide advice and assistance on building control applications and enforcement	✓A
	<b>K4</b>	Knowledge and understanding of the main legislation including the London Building Acts, Building Act 1984 and the Building Regulations.	✓A
	<b>K5</b>	Ability to work within your competency assessment.	✓A
		<b>Additional for PO3:</b>	
	<b>K6</b>	Appropriate professional qualifications and competency assessment, full membership of MRICS, MEng, MICE, MStructE, RIBA or MIFireE.	
	<b>K7</b>	knowledge of the following areas: <ul style="list-style-type: none"> <li>• Building work in general</li> <li>• Supervision of building works on site</li> <li>• Fire safety and means of escape from buildings</li> </ul>	
<b>Relevant Experience</b>	<b>E1</b>	Experience in relevant building, construction or engineering environment.	✓A
	<b>E2</b>	Experience of handling plans up to an intermediate standard agreed with the manager without immediate close supervision	✓A
		<b>Additional for PO2:</b>	
	<b>E3</b>	Experience of communicating with professionals, including local authority officers, builders and developers, architects, etc. on schemes and applications.	✓A
	<b>E4</b>	<b>Additional for PO3:</b> Experience investigating complaints, unauthorised works and preparing and recording evidence.	✓A
<b>Core Values and Behaviours</b>		<b>Equity</b> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring</li> </ul>	

		<p>as a team we take accountability for doing what we agree to do.</p> <ul style="list-style-type: none"> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
		<p><b>Kindness</b></p> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• 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.</li> </ul>	
		<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	A

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• 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.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>	
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• 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</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions</li> </ul>	

		<p>together across service and team boundaries.</p> <ul style="list-style-type: none"><li>• 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.</li></ul>	
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