

# Building Control Senior Building Surveyor Grade 12 - 13

## Job purpose

The Investment and Regeneration Service is tasked with making the Kirklees economy more resilient and better able to adapt to economic and environmental pressures and challenges. It does this by developing and delivering integrated strategic plans and services to stimulate economic and environmental activity. It also carries out regulatory functions and aims to create fair conditions for businesses to operate.

Our mission is to create a district in which people are proud to live and work, where businesses and communities have a sense of ownership and involvement, and where neighbourhoods are welcoming, attractive and successful, and where people have a good quality of life

To achieve this vision, the service brings together activity in Strategy and Design; Regeneration, Environment and Funding; Development Management and Building Control; and Business, Environmental Health and Licensing to make Kirklees a better place to live, work, engage in recreation, and invest in. Our services touch the lives of everyone who lives, works, visits, or travels through Kirklees.

The service has four key delivery streams and activity focuses on growing the number of jobs in the district, increasing our business base and providing an appropriate supply of affordable homes. The Development Management and Building Control area covers activity focused on development, the built environment and building standards and includes Development Management, Public Safety and Building Regulations.

The Building Control element of the Development Management and Building Control Unit consists of two teams, one dealing with Building Regulations and the other Public Safety. The Building Regulation team will mainly cover promoting minimum standards in construction through checking applications, inspections and enforcement with the Public Safety team more general public/ health and safety linked issues in the built environment such as dangerous structures, demolitions, fire safety in council and other premises, sports grounds and events and other miscellaneous activities

Each team will be led by a Group Leader Building Control. The teams will consist of a combination of Senior Building Surveyors, Building Surveyors, Assistants and Technicians. There will also be a Structural Engineer, a Fire Safety Supervisor and Fire Safety Officers. The Building Surveying staff will work predominantly in the areas to which they are allocated but will also work across the teams when workload demands ie to deal with peaks in applications, inspections, dangerous structures, etc. Where staff have the necessary skills to operate in either area they will also cover for one another.

The Senior Building Surveyor role is predominantly that of a senior professional with the experience and skills to deal with the most complex and technically difficult aspects of work,

including complaints. The people in the posts will require a wide range of knowledge on technical aspects of construction, regulation, procedures and applying standards and guidance to achieve compliance and safe outcomes.

The role is about dealing with the core operational work such as processing applications, carrying out inspections, responding to reports of dangerous structures, ensuring safety at sports grounds/events, etc. It is also about using the experience and skills to win work in the face of competition from other external private sector service providers through marketing, talking to customers and suggesting new ways of working to bring about customer satisfaction.

You will work predominantly in the team to which you are allocated but you could be required to work in either to ensure the resilient provision of the service to customers. You will also be required to contribute to improving performance by taking the lead on initiatives both within the team and wider.

You will manage and supervise junior staff through allocating workload both within and across teams. It is also essential that you ensure the staff you supervise receive coaching, guidance and appraisals such that they develop and improve their Building Control skills.

You will carry out the full range of proactive Building Control or Public Safety duties and act as a senior professional taking the lead on projects where required. You will also assist with the management of the functional teams

A typical day in the life of a Senior Building Surveyor could include

- Undertaking a lead role on building regulatory matters which are key or complex projects which have significant impact on the health safety and welfare of the public or community
- Analysing and evaluating all the functional design features of plans deposited ensuring relevant standards are satisfied. Issuing decisions and notices as required within statutory timescales
- Leading on enforcement matters including liaising with the council's solicitors and prosecutions
- Investigating complaints and advising Group Leaders on potential courses of action
- Undertaking inspections, attending/chairing meetings, liaising with the Sports Grounds Safety Authority and issuing certificates/notices in connection safety at sports arenas and other events.
- Leading on work associated with demolitions
- Responding to reports of dangerous structures and ensuring the council's statutory obligations are discharged through, negotiations, notices or initiating emergency works – this may involve participating in the councils Emergency Plan
- Assisting in the management of the functional team including duties such as supervising staff, allocating and monitoring workload, staff development, training and where required by Group Leader carrying out appraisals, sickness monitoring and disciplinary matters
- Developing income streams through marketing the building regulation and other services to customers
- Carrying out surveys and preparing technical reports e.g. structural, fire safety, accessibility, etc. of existing and new buildings
- Participating in the provision of coaching and training to junior members of staff

- Presenting reports at meetings, committees etc as appropriate
- Researching changes in legislation and working practices
- Deputising for the Group Leader as required
- Developing and providing information to assist service in operational and strategic decision making
- Preparing and presenting reports to appropriate decision-making structures of the Council including Committees
- Investigating and resolving complaints and the initial stages of claims

Working closely with colleagues you will also participate in a contractual standby arrangement and be able to respond at any time of day or night (subject to agreed protocols) to reports of dangerous structures. In addition, sometimes you will also attend meetings and work outside of office hours as required.

You will participate in service, directorate, and corporate initiatives both as a member or where appropriate as the lead and you will contribute positively towards the Council and Service core values and strategies. You will work closely with colleagues and partners to help secure Value for Money for our activities and to help develop alternate delivery models.

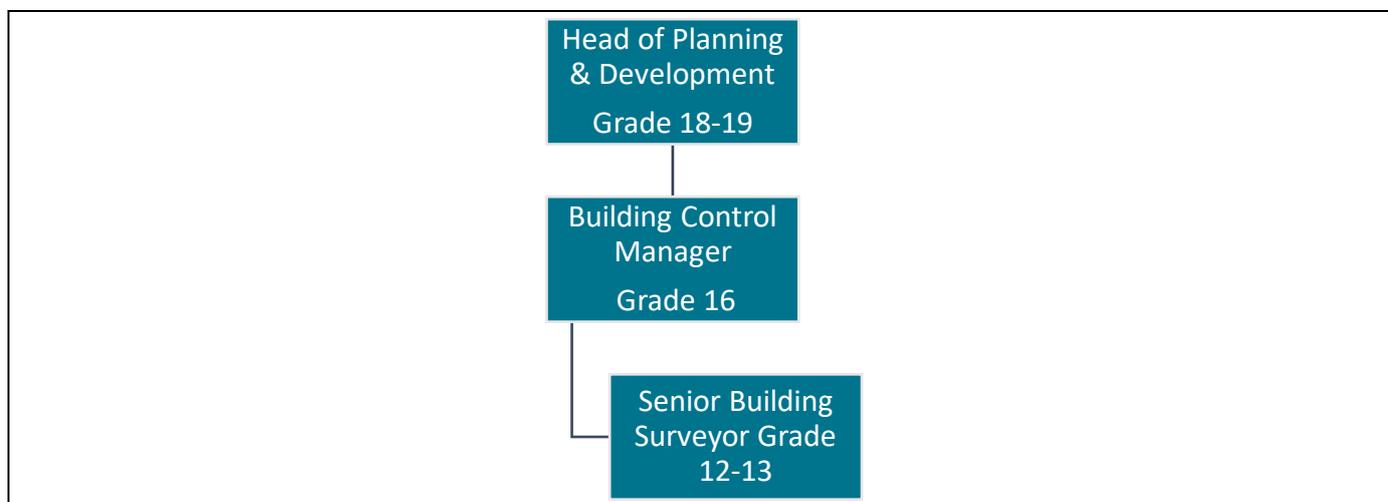
As a Senior Building Surveyor in Building Control you will be working in a competitive environment and you will need to have a proven experience of working with business partners and customers to help with their understanding of the regulatory process and assisting them with solutions. You will also need to be able to develop and maintain professional working relationships with customers, partners, external agencies, other regulatory bodies, and Elected Members

This role is based within Investment and Regeneration. Find out more about [working for Kirklees.](#)

## Key areas of responsibility

- Building work is built to the minimum standards laid down in the Building Regulations
- Public Safety is maintained in and around buildings
- Sports arenas and other venues continue to provide safe places of entertainment that attract visitors
- Requests for service are responded to within timescales and customers are satisfied and continue to choose the council as the Building Control provider
- Technical support and advice is provided to senior managers and Elected Members.
- Innovative solutions are used to address key business/community/customer concerns and improve service delivery.
- The council's statutory functions regarding Building Control are carried out.
- Fire safety in Kirklees and the premises of external clients is promoted
- Junior staff receive the necessary guidance and coaching to develop Building Control and associated skills

## Position of job in organisational structure



## Employee Specification

<b>Knowledge, qualifications, skills and experience</b>	<b>Shortlisting criteria</b>
Knowledge of the Building Regulations and allied legislation	Essential
Knowledge of the legislation affecting dangerous structures and demolitions	Essential
Knowledge and understanding in a national, regional and local context of competitive services, Building Regulation markets, public safety issues and enforcement	Essential
Knowledge of legislation and factors affecting sports stadia and role of the safety advisory group in maintaining safety at events	Essential
Proven expertise in marketing of customer/public services	Essential
Proven experience in working with business partners and customers to improve their understanding of the regulatory process and assist them with a pathway through it	Essential
Proven experience of keeping up to date with legislation, central government initiatives and changes in working practice and advising senior managers on courses of action	Essential
Political awareness and the ability to operate in a politicised environment with people at all levels	Essential
Membership of a relevant professional body	Essential
Accepts a basic DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and	Essential



Knowledge, qualifications, skills and experience	Shortlisting criteria
valid driving licence and it is expected that you will either use a council vehicle or your own car.	

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category	Planning Services	Grading ID	63420 / 63430
Job ID	80101027	Last Updated	September 2020
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Other	DBS Type	Basic
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR			