

Building Control Assistant / Building Surveyor Grade 9 -11

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. The team is led by the Building Control Manager, the Assistant Building Surveyors report directly to the area Building Surveyor and are allocated a team and an area of responsibility as appropriate. The teams will consist of a combination of Senior Building Surveyors, Building Surveyors, a structural engineer, Assistants and Technicians. Building Surveying staff work predominantly in the areas to which they are allocated but will also work across the teams when workload demands i.e. 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.

You will undertake duties relating to building regulations and other associated legislation within a Building Control Section and provide support to junior officers

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

- Assessing Plans
- Carrying out site Inspections
- Assessing Dangerous Buildings/Structures
- Other Building Surveyor Duties
- Miscellaneous

You will participate in service, directorate, and corporate initiatives 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 an Assistant Building Surveyor in Building Control you will be working in a competitive environment and you will need to have a 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

The complexity of work allocated to Assistant Building Surveyors will be dependent upon the degree of competency achieved. Building Surveyors will carry out all the following duties:

Assessing Plans

Assess and determine deposited plans and Building Notices, checking for compliance with Building Regulations or other relevant legislation.

Prepare amendment letters for typing and/or discuss with agent/client personally.

Report any deposited plans which appear to include suspect estimates of relevant costs, when allocated.

Check structural calculations, within the postholder's competence, referring others to Structural Engineers Section.

Consult with other parties ie, Fire Services, Water Authority, other services eg Environmental Services, Housing Services.

Supervise Assistant/Technician in assessing and determining plans/notices.

Check and determine notices submitted under the Approved Inspector Regulations

Site Inspections

Responsible for Building Regulation control/enforcement within an area, by visiting sites of works in progress with plans or under Building Notice.

Supervise Assistant/Technician controlling sub-areas, provide training and directions as need arises.

Identify work not conforming to Building Regulations and inform builder, requiring rectification of the work.

Draft legal notices in respect of contravention, when informal approaches fail.

Check works in progress for compliance with conditions under the Town and Country Planning Act advising Planning Officer of any deviations.

Prepare reports, take photographs, statements etc and attend court as an expert

Dangerous Building/Structures

Assess the degree of danger of dangerous buildings/structures and decide on the appropriate course of action including draft notices, initiate emergency works instruction.

Monitor the progress of removal of danger or deterioration of building.

Prepare case for court hearing, serve summons and attend court, if required.

Assist senior officers, when undertaking major or more complex jobs/problems.

Ensure that demolition works are carried out without detriment to public safety and in accordance with conditions imposed.

Other Building Surveyor Duties

Inspect premises for structural stability and means of escape, prepare report and recommendations relating to Licenses or Houses in Multiple Occupation.

Attend court as required.

Prepare and co-ordinate report on Houses in Multiple Occupation, after consultation with West Yorkshire Fire Service and advise the private sector Housing Unit of the requirement.

Advise on remedial works and undertake inspection to see that work has been carried out satisfactorily.

Respond to correspondence, telephone queries, counter queries and undertake site meetings with members of the public, professional advisors, contractors, etc and advise on Building Regulation matters.

Complete questionnaire for land charges, answer questions from solicitors, Local Land Charges etc with regard to searches.

Provide consultation for Planning Department by undertaking surveys of buildings in connection with their structural condition and formulate reports of their feasibility for conversion. Act in consultation for any other purpose as required.

Serve summons on building contractors in connection with contravention of Building Regulations/Building Act or owners of dangerous buildings on behalf of Legal Section.

Maintain records in connection with duties, eg diary, inspection records, contravention etc.

Provide account of work duties to administrative staff in order to maintain records of section's activities.

Allocate numbers to new buildings and report situations where renumbering of existing buildings or renaming of streets should be considered.

Maintain a knowledge of current legislation, changes in legislation and forms of construction and materials.

Provide expertise and guidance to other sections of the Council as required.

Undertake duties with an awareness of the obligations imposed on the Service by registration under ISO9002 and external competition.

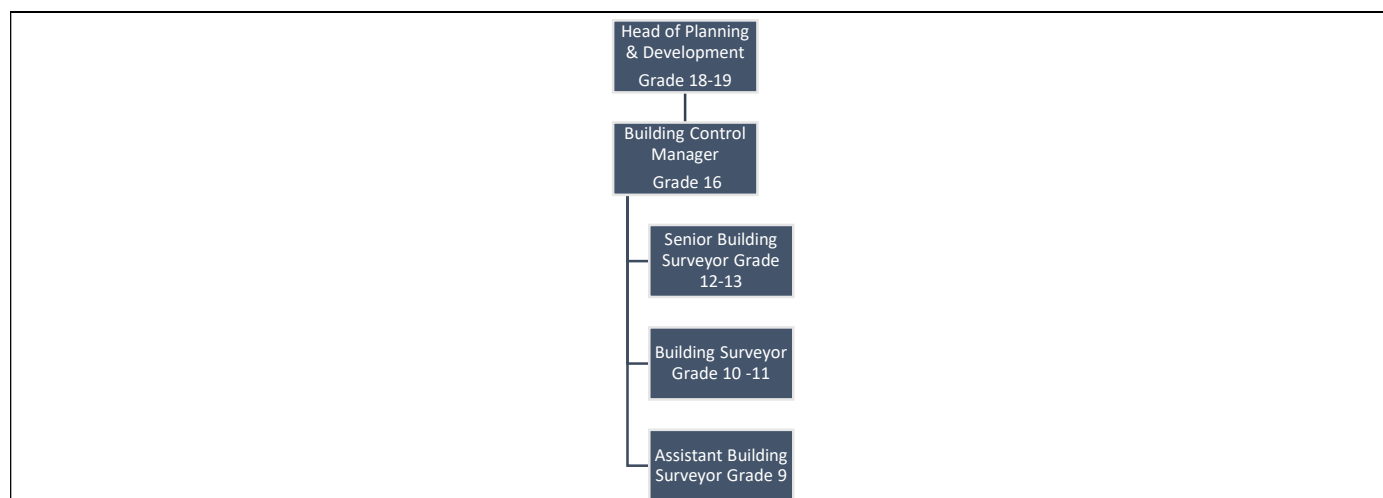
Miscellaneous

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:

https://www.kirklees.gov.uk/employment/employment_home.asp

Position of job in organisational structure



Employee Specification

| Knowledge, qualifications, skills and experience | Shortlisting criteria |
|---|-----------------------|
| Knowledge of the Building Regulations and allied legislation and Proven experience in Building Control/ Building Regulatory work. | Essential |
| Knowledge of the legislation affecting dangerous structures and demolitions and ability to deal with dangerous structures following assessment by a senior colleague | Essential |
| Knowledge and understanding in a national, regional and local context of competitive services, Building Regulation markets, public safety issues and enforcement | Essential |
| Ability to carry out all types of domestic and residential inspections | Essential |
| Ability to determine domestic applications up to a new dwelling | Essential |
| Familiarity of basic computer software | Essential |
| Understanding of competition in the Building Control market. | Essential |
| Ability to carry out inspections in varying weather conditions including working at heights, exactions and in roof spaces, working in defective and dangerous buildings. | Essential |
| Maintain knowledge of current legislation, changes in legislation and forms of construction and materials. | 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. | |
| BTEC Higher National Certificate/Diploma or degree in Building or equivalent | Essential |
| Ability to deal dangerous structures following assessment by a senior colleague. | Essential |

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:

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|--------------|-------------------|--------------------|-----------|
| Job Category | Planning Services | Grading ID | |
| Job ID | | Last Updated | July 2021 |
| Job Focus | No | Career Progression | No |

Contractual Variants

| | | | |
|--------------|-------|------------------------|-------|
| DBS Category | Other | DBS Type | Basic |
| Health Check | No | Politically Restricted | No |

| | | | |
|---------------|-------|---------------------|-------|
| DBS Category | Other | DBS Type | Basic |
| 24/7 working | No | Public Holidays | No |
| Night Working | No | Alternating Pattern | No |
| Standby | No | Other | No |
| Checked by HR | | | |