

Job Description

**Job Role: Senior Building
Control Surveyor**

Service: Building Control

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC09
Location:	Plough Lane, Hereford
Responsible to:	Building Control Manager

Main purpose of the role

To project manage and supervise, on a day-to-day basis, all aspects of the Building Control function. Including consultation and advice, the processing of applications, issuing of decisions, monitoring of construction work on site and the implementation of enforcement action where necessary.

To pursue an active involvement in the marketing and business development aspects of the service.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Managing, Supervising and supporting Building Control Surveyors , Trainee Building Control Surveyor(s) and Building Control Technical Officers on a day to day basis in all aspects of building Control related functions. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To provide an effective and valuable Building Control Service to clients during the pre- application, design approval and construction phases of their projects. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Internally Liaise with - Building Control Team, Councillors, other sections of Herefordshire council/ Externally, liaise with Parish Councils, Fire Authority, Commercial Partners, Private Professionals (Architects/Engineers/Designers), Building Contractors, General Public, Public and Private Sector Developers, Statutory Undertakers and Public Sector Service Providers. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To ensure through effective resource and workload management that service delivery standards against established targets. 	<ul style="list-style-type: none"> Monthly

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none">• Provide quarterly KPI's, in respect of Herefordshire Council quarterly reports, BSR quarterly reports.	<ul style="list-style-type: none">• Quarterly
<ul style="list-style-type: none">• Involvement with internal and external audit reports and meetings.	<ul style="list-style-type: none">• Quarterly
<ul style="list-style-type: none">• 	<ul style="list-style-type: none">• Yearly



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> Registration with the Building Safety Regulator at Class 3 Categories G-H and Class 2 Categories A-F 	Essential	A, I
<ul style="list-style-type: none"> Membership of RIGS, ABE, CABE, CIOB or other relevant professional body 	Essential	A, I
<ul style="list-style-type: none"> Educated to degree level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level 	Essential	A, I
<ul style="list-style-type: none"> 	Essential	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Substantial relevant experience in the delivery and supervision of building control services and buildings within the scope of the Building Safety Regulator 	Essential	A, I
<ul style="list-style-type: none"> Excellent understanding of the regulations and processes for the implementation of building regulations 		
<ul style="list-style-type: none"> Specialist knowledge, skills and experience in making assessments and taking action regarding Safety at Sports Grounds, Event Licensing and dangerous structures and enforcement. 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Ability to read and interpret drawings, plans and technical information 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> Good awareness of current issues and a working knowledge of relevant legislation 	Essential	A, I
<ul style="list-style-type: none"> Ability to implement change and improvement processes including motivating others and successfully working under pressure and meeting deadlines, performance targets and produce a regular consistent output to work 	Essential	A, I
<ul style="list-style-type: none"> Good verbal, written communication and presentation skills to a range of different audiences 	Essential	A, I
<ul style="list-style-type: none"> Ability to deliver high quality services that are commercial, cost effective and provide excellent customer care 	Essential	A, I
<ul style="list-style-type: none"> Sound numerical and IT skills, including experience in the application of planning related and Geographical Information Systems (GIS) and Microsoft packages 	Essential	A, I
<ul style="list-style-type: none"> Ability to negotiate successfully and influence outcomes acting with tact and diplomacy in all aspects of work. Shows initiative and developed analytical and problem-solving skills. Ability to manage conflict 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Contributes new ideas and seeks to understand how they can be applied to improving customer outcomes 	Essential	A, I
<ul style="list-style-type: none"> Experience of effective teamwork, supervising the work of others as well as organising own work to maximise efficiency and productivity. Committed to continuously developing and updating professional expertise acting as a positive role model for others and for personal development in line with the workforce strategy 	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust – Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil





**Herefordshire
Council**

commitments.



**Spirit of
Herefordshire**

A place to Live, Work & Thrive

Honesty - Demonstrating truthfulness,

integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions.

Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

