

ROLE PROFILE

Job family	Regulation & Technical	Role profile number	RT12-0870	Grade L
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Job purpose: Monitoring and enforcement of prescribed regulatory areas, which will include but not limited to, recommendations regarding infringement, resolution advice, event based activities. Provision of services of a technical, vocational or specialist operational nature to internal and external customers. To provide legal / regulatory /statutory monitoring and enforcement support within a specific work area.

Grade L posts are higher in 'Decisions' with the requirement to set working standards/practices and to lead on initiatives to design and deliver service transformation. These posts are also higher in 'Knowledge & Skills' requiring a relevant post graduate professional qualification and significant relevant experience at a technical/professional level within a related specialist field.

Factor	Relevant Job Information
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative qualifications	Degree or equivalent experience/skills. ITQ 2 or equivalent skill and ability demonstrating significant experience in related IT systems. Professional qualification in area of specialism Licence / certificate / qualification required for the role.
Knowledge and Skills	Significant relevant professional experience post qualification in a similar work environment. Organisational expert in the area of specialism. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Ability to contribute to the development of service policies and practices Excellent knowledge of service / profession and interrelations with other services Good knowledge of wider sector / external influences. Experience of representing the work area in a professional / legal capacity Excellent communication and interpersonal skills, proven ability to engage and influence customers, partners and stakeholders, in complex situations. Advanced research, investigative and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems/issues and develop innovative solutions Proven ability to conduct formal interviews and / or take legal statements Proven ability to deal with sensitive and contentious issues and diffuse confrontational situations Good customer service skills, with experience of resolving escalated / complex customer queries Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives. Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure. Good literacy, numeracy and report writing skills Project management skills and experience with experience of implementing change Experience in the use of specialist equipment / systems / techniques relevant to the role.
Creativity and Innovation	Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services. Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies. Contribute to long term strategies. Act as an expert witness for the council at inquiries / court etc Produce, often complex technical plans, designs and / or specifications within area of specialism

Factor	Relevant Job Information
	<p>Take appropriate action to ensure / enforce compliance with regulations</p> <p>Undertake the full range of registration duties, conducting legal and civil proceedings as required.</p> <p>Issue licences / registrations / prohibition notices or other authorisations</p> <p>Agree objectives and standards to meet, within Business plan. Monitor and evaluate activities / performance</p> <p>Where appropriate, support partners to implement authorised enforcement decisions and improvement notices</p> <p>Determine how issues should be approached within area of responsibility by undertaking research and consultations where problems are not always clear and easy to resolve.</p> <p>Design and develop solutions through use of practical experience, theoretical knowledge and original thinking, within policy. Recommend and develop new procedures / improvements within work area.</p> <p>Provide independent advice in areas of knowledge and draft specialist advice for approval by senior colleagues</p> <p>Plan and carry out a range of tests / inspections / surveys / assessments / evaluations / audits.</p> <p>Plan and organise work programmes to ensure that timescales and targets are achieved.</p>
Contacts and Relationships	<p>Provide advice and guidance on complex issues which could be contentious and challenging in nature.</p> <p>Ability to build relationships and engage successfully with colleagues /partners /customers / contractors and suppliers.</p> <p>Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.</p> <p>Regular contacts will include: Senior managers, leadership team, councillors, external bodies and partners.</p> <p>Liaise with other organisations / stakeholders to share information.</p> <p>Support others in their development including external organisations / customers where appropriate</p> <p>Communicate with others in the same field to keep up to date with developments and best practice. Communicate changes in policy and working practice to contacts.</p> <p>May have to appear in court / inquiries to present evidence. Solicitors / court officials when presenting evidence</p> <p>Build and maintain effective working relationships at all levels.</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p>
Decisions – Discretion & Consequences	<p>Decisions lead to the setting of working standards and important procedures for the service area which have an impact across the organisation.</p> <p>Use initiative to manage responses to complex business / technical issues within the service.</p> <p>Make business decisions based on up to date specialist knowledge and analysis.</p> <p>Contribute to developing council strategy within the service area.</p> <p>The consequences of the decisions will have a significant effect across the organisation.</p> <p>Plan, organise and deliver own work to support the delivery of the regulatory / statutory/ technical / legal service and ensure completion of tasks within required standards and timescales.</p> <p>Investigate compliance / legal issues within area of responsibility including serious / complex incidents / allegations. Determine the data and tools / techniques required.</p> <p>Ensure all records and information are maintained correctly.</p> <p>Research and evaluate current issues, developments, good practice and legislation changes in specialist field.</p> <p>Work with partner organisations as required</p> <p>Support others in their development including external organisations / customers where appropriate</p> <p>Prepare and present reports /plans / recommendations / responses / results / other information / documentation as required</p> <p>Interpret the latest legislation, regulations, guidance and codes of practice.</p> <p>Ensure compliance with safe practice and the legal use/operation of specialist equipment and / or facilities / premises.</p> <p>Represent specialist area internally and / or externally to put Council view and respond to enquiries. Liaise with other organisations / stakeholders to share information.</p> <p>Contribute to the development and implementation of policies and procedures</p> <p>Lead specialist projects or improvement programmes, or contribute to the delivery of larger</p>

Factor	Relevant Job Information
	<p>projects</p> <p>Co-ordinate the preparation of tenders and contracts.</p> <p>Co-ordinate the award and monitoring of grants by the council.</p> <p>Co-ordinate the preparation and submission of bids for short and long term funding</p> <p>Following approval procedure, arrange with contractors / suppliers for work to be carried out.</p> <p>Assist with the preparation and submission of bids for short and long term funding</p> <p>Ensure all financial transactions are processed and reconciled correctly</p> <p>Plan and undertake external visits to support service delivery.</p>
Resources	Little or no responsibility for physical or financial resources
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities
Work Environment	<p>Work may require some physical effort.</p> <p>Office based, but may involve some travelling to other council buildings.</p>
Our Identity	<p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

ROLE DESCRIPTION

Role description:	Snr Building Control Surveyor	
Role profile family:	Regulation & Technical	
Role profile number and grade:	RT12-0870	Grade L
Number of posts:	1 of 13	
Service/Team:	Building Control, Economic Development & Planning	
Reports to:	Building Control Area Manager	

Job Family overview

Regulation & Technical job family overview:

Monitoring and enforcement of prescribed regulatory areas. Provision of services of a technical, vocational or specialist operational nature to internal and external customers

- Assessment of physical or administrative situations
- Judgement or recommendation regarding infringement
- Advice on resolution to participant
- Delivery of authoritative technical services to meet specific event based request
- Vocational and / or theoretical knowledge and skills in specific discipline

Service / function Context

The overall responsibilities of the service/function are:

The Building Control service handles approximately 5000 – 6000 Building Control applications and co-ordinates between 30,000 – 40,000 site inspections per annum. Undertaking plan checking of all types of developments and inspecting different stages of build to ensure public safety is maintained.

The service is both a statutory service, and a competitive service working as a business unit, competing with private sector surveyors and generating revenue in excess of £1m for the Council. It is a first response service linked to the emergency services to ensure the safety of the Wiltshire population.

Job Purpose

Senior Building Control Surveyors play a key role in the building control service, with a significant level of responsibility for decision making. Postholders will be expected to be able to deal with and decide a wide range of applications, seeing them through from pre-application stage through to construction.

This work will involve close working with other Council teams, such as development management and with external partners, such as Wiltshire Fire Authority. The level of work involved will require postholders to exercise judgement in balancing conflicting considerations and where development plan policies have authorised development with conditions which conflict with the Building Regulations, for example conservation development projects.

Senior Building Control Surveyors are also expected to be able to mentor and train new entrants to the building control profession, and newly qualified staff. They will be required to monitor the work of graduate Building Control Surveyors (new entrants to the profession including trainees; apprentices and unqualified staff) to ensure consistency, accuracy and quality. Following the concept of 'growing your own' staff the Senior Building Control Officers will contribute to the development of Building Control Surveyors so that they achieve membership to the RICS or CABE or CIOB and sustain the building control professions. This supervision can extend to contributing to staff appraisals as part of the Council's Staff development.

Senior Building Control Surveyors are required to provide professional advice on the building regulations and building conservation matters to Members, Council Officers, other professionals and members of the public in order to ensure that the demands and priorities of the building control service are met. They are required to deal with all levels of building control applications including commercial works, data centres, major housing sites and householder applications with complete delegated authority.

To be responsible for the day to day delivery of a range of statutory and non statutory building control duties ensuring that new buildings, extensions and alterations meet the requirements of the Building Regulations, to secure a minimum standard of health and safety, access and sustainability for the users of buildings.

Specific duties and responsibilities include:

- Public safety intervention: The critical examination of Building plans, to check for key health and safety features. These include provisions for Fire Safety and Structural Stability of buildings.
- Public safety inspections (domestic): The surveying and detailed inspection of domestic construction works, such as home extensions and new housing to effectively ascertain compliance of new building work with stringent Public Health legislation, including structural stability, fire safety, sanitation/hygiene, ventilation etc.
- Negotiation with building designers on proposed construction methods, to influence and manage expectations of customers, whilst ensuring Public safety.
- To provide specialist technical advice and guidance to members of the public who access the Council's Planning and Building Control services.
- To act as lead Surveyor on complex surveying matters, requiring a higher level of knowledge and experience including major commercial schemes where more technical interpretation of the Building Regulations is required.

- Leading on programmes of work within the Building Control Service which will include developing new working practices and training other team members, communicating with agents over new legislation and policy and developing local standards for the team to meet.
- Marketing of Building Control professional services to existing and prospective customers.
- To conduct fire safety and places of work inspections. Provide advice to the Fire Service and take the lead role on inspection and enforcement duties relating to new buildings – principally ensuring that large public buildings, schools, hotels, factories are fitted with adequate fire escapes and fire containment features.
- To provide disabled access and welfare advice to all sections of the community, including the promotion of access and facilities for all, where works are being carried out to existing and proposed buildings.
- Scrutiny of complex construction plans and proposals, including engineering designs and calculations. Attend design meetings with developers and confidently negotiate design solutions to meet the regulations without input from colleagues or senior officers. This would require extensive knowledge of the regulations, Fire Safety and construction methods to enable design and build approaches to take place. This is particularly relevant on large scale commercial projects,
- Assess project costs and produce tenders for large development projects. Negotiate with partners and developers to ensure the Council's interests are met and risk assess projects to ensure the appropriate inspections are carried out. Provide guidance on fee structures to Building Control Surveyors and Technical Support.
- Delivery of a consistent Enforcement service, aligned to the principles of the Enforcement Concordat. Take an active role within their communities, monitoring compliance with building Health and Safety standards and investigating reports of unauthorised works.
- Specialist support to emergency services, to advise on the condition of buildings damaged by fire, collision, explosion, storm etc. Devise practical and cost effective solutions, to ensure the safety of rescuers and the general public.
- Undertake Fire Risk Assessments on behalf of Wiltshire council on all Wiltshire Council buildings and Schools. As the competent person you will be required to carry out and regularly review the fire risk assessment of the premises to identify what actions needs to take place to prevent fire and keep people safe. This activity is not limited to Council owned buildings and will be offered as an additional service to private paying customers. The postholder is considered to be the 'Competent Person' in this respect. Surveyors will be required to visit and inspect premises and produce reports showing they have considered all aspects of fire safety.
- Engagement of local business community, through active education of premises owners/community groups and giving of advice.
- Determining the appropriate solutions on site daily to ensure the most appropriate action is implemented to resolve Building Regulation issues through the building project. Redesign plans, schedules of work, obtaining evidence and producing reports to ensure the health and safety of the public is maintained and the clients requirements are met. This will be on complex sites, including ground conditions where there are difficulties in developing; listed building and conservation issues where negotiation needs to take place and alternative methods of construction considered, commercial schemes where different regulations would apply and large housing sites where developing could involve more complex discussions with stakeholders over drainage, access and sustainability.
- Produce professional reports on building projects failing to meet the Building Regulations which cannot be resolved informally. Provide advice on how to overcome problems and these will be called upon in Court. Identify solutions wherever possible and highlight the consequences of not adhering to the legislation and national policy documents. In this instance the building projects would be complex in nature and require significant knowledge of the building regulations and conservation matters.

- As the lead officer in a specialist area of work within the team, design and develop policy and implement guidance for use by colleagues. Identify training needs and design training packages to ensure staff receive required CPD to maintain professional competency.
- To respond to reports of Dangerous Structures and attend the site as a first responder along with the emergency services. Use significant judgment over the safety of a building and knowledge of construction. This post is responsible for public safety and would be required to advise the emergency services on the safety of the building before anyone enters. This would require out of hours work.
- To support and assist the Area Managers in the provision of an efficient and effective building control service by the mentoring of other graduate and trainee building control surveyors including the monitoring and direction of their workload. Including:
 - Contributing to the Appraisal and assessment of building control surveyors in the staff appraisal programme
 - Contributing to the setting and monitoring work performance of building control surveyors to develop the skills of the team and ensure continuous professional development.
- In a mentoring role the postholder will appraise and assess the progress of more junior staff

Person Specification

Specific qualifications, knowledge, and skills required for this role:

Essential

- Chartered Building Control Surveyor (or equivalent degree level qualification) and eligible for membership of Royal Institution of Chartered Surveyors (RICS), CABE, CIOB or equivalent Association of Building Engineers (MBEng) or equivalent and recognised organization
- Designated as MRICS by the Royal Institution of Chartered Surveyors
- Expert Knowledge of the Building Regulations, procedures legislation, advice and policies **or** historic building and conservation construction practice, procedures legislation, advice and policies
- 5 years post-qualification experience working as a building control surveyor within the public or private sector, including experience of major projects and a developed area of expertise e.g. fire safety; structural engineering
- Advanced knowledge of construction practice, procedures, legislation, advice and policies complex documents and reports
- Specialist knowledge of the Building Standards legislation and the nationally approved documents for Building Regulations
- Due to the mentoring role undertaken, Senior Planners will have experience in training others to achieve professional competency or may have undertaken a formal course/ certificate in training.
- Negotiation skills - the ability to undertake complex negotiations with developers to secure the best development possible often balancing conflicting legislation
- Communication and Interpersonal skills - the ability to write complex yet professional letters and reports that are concise & robustly argued. The ability to present persuasive arguments orally at design meetings with developers and out on site
- Organisational skills - the ability to organise the postholder's incoming and outgoing workload of

building regulation applications, site visits and plan checking

- Diplomacy and tact - the ability to relate to a wide range of people - Members, applicants, agents and neighbours - explaining complex policies and objectives in a manner understood by all sections of the community.
- Decision making - the ability to weigh up competing arguments about development and make a sound professional decision based on an understanding of the building regulations and construction experience. This is undertaken not only as part of the postholder's job, but also as part of the assessment and assistance on site of other sub-ordinate officers
- Self motivated but able to work within a busy team and with the ability to motivate others
- IT skills, to be able to use ICT packages, analyse and interpret data and input information

Desirable

- Marketing and/or experience of working in a competitive business environment

Career graded posts (where applicable)

This post can be used as a career graded post, designed so that postholders can progress once academic and experience thresholds have been met. This is subject to a vacancy being available and a successful recruitment exercise.

The posts that form part of this career grade structure are:

- Snr Building Control Surveyor (RT12-0870)
- Building Control Surveyor (RT10-0871)
- Graduate Building Control surveyor (Trainee) (RT08-0872)
- Graduate Building Control surveyor (Entry level trainee) (RT06-0873)

Supporting information

Driving classification	
<p>Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Regular Driver Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.</p>	<input checked="" type="checkbox"/>
<p>Required Driver Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	

Driving trigger points			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p> <p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or as a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party.	<input type="checkbox"/>
This role is not politically restricted	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input checked="" type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (<i>*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret'</i>).	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (<i>*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret"</i>)	<input type="checkbox"/>

level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input type="checkbox"/>
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.	<input type="checkbox"/>
For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input checked="" type="checkbox"/>