# **Job Description**



Job Title: Building Control Officer	Service Area: Building Control		
Directorate: Inclusive Economy & Housing	Post Number: Fusion	Evaluation Number:	
Grade: S02- P05	Date last updated:	Date last updated: Jan 2023	

# People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

- (a) the administration and enforcement of Building Standards as laid down in Building Regulations and other statutory instruments
- (b) the execution of the Council's statutory duties in the maintenance of Public Health and Safety standards
- (c) provide professional advice and skills to other the General Public, Council Departments, Developers and Builders

# Job Summary

- 1. The postholder reports to Principal Building Surveyor
- 2. The postholder may be required to work evenings, weekends and occasional public holidays.

### Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

### To undertake all responsibilities listed below:

#### SO<sub>2</sub>

- 1. to attend a recognised course of study on a day release basis leading to an appropriate professional qualification.
- 2. to assist and participate in the following work activities, which could be in the Queen Elizabeth Olympic Park area if necessary
- (a) the examination of plans, calculations and other details of building proposals
  - (b) the inspection of sites and building works
  - (c) the inspection of premises for disabled access and other considerations.
- 3. to develop an awareness of technical developments and materials technology in the building trades.
- 4. to understand the role of the Council's Legal Division for enforcement activities
- to maintain relevant records in a formalised and accessible format.
- 7. to be aware of the geography of the Borough.
- 8. to be a member of a team of Building Control Officers and to assist in Divisional arrangements for emergencies.
- 9. to participate with other Officers, working as a project team, carrying out duties on large development sites.
- 10. to receive a daily programme of sites and buildings for inspection from the Principal Building Surveyor and to inspect and advise on building work.
- 11. to assist the Principal Building Surveyors in inspections and supervision of works relating to Dangerous Structures, including calling out contractors and advising the public of their rights
- 12. to prepare reports on works personally, or in conjunction with other Building Control Officers.
- 13. to take personal responsibility for a programme of work specified by the Principal Building Surveyor.
- 14. to assist in the training of junior staff and/or other persons as required.

### **PO1**

All duties at (1-14) as appropriate and at suitable level of complexity:

- 15. to attend a recognised course of study on a day release basis leading to membership of RICS/CABE/CIOB.
- 16. to be aware of the Divisions Indemnity Insurance and their personal responsibilities with relation to arrangements.
- 17. to exhibit self-motivation and be responsible for a personal workload.
- 18. the examination of plans, calculations and other details of building proposals, both for new works and alterations and to advise on the requirements of the Building Regulations and statute.

PO2

All duties at (1-18) as appropriate and at suitable level of complexity:

- 19. to work either alone or a member of a team, on a wide range of building works, ranging from minor alterations to large and complex building developments.
- 20. to liaise with external statutory/public bodies on Building Control and related issues.
- 21. to liaise with senior staff within other professions eg. architects, engineers, designers, particularly working as a member of a multi-disciplinary team on larger Building Control projects, which may require being based on a site for substantial periods of time as required.
- 22. to supervise as required by the Principal Building Surveyor other staff within the team.

PO<sub>3</sub>

All duties at (1-22) as appropriate and at a suitable level of complexity:

- 23. to deputise for the Principal Building Surveyors.
- 24. to carry a personal workload of complex sites and issues; to assist in the supervision of Building Control Officers and allocate and co-ordinate their a activities.
- 25. to give technical assistance to other team members in the interpretation of plans etc.
- 26. to take responsibility for monitoring project team work and to assist the Principal Building Control Surveyor in the assignment of project team work.
- 27. to attend a recognised course of study on a day release basis leading to full membership of RICS/CABE/CIOB (including examinations, Dissertation and

- experience diary, unless exempted).
- 28. to advise other team members on points of law and technical developments relevant to Building Control work.
- 29. to work in conjunction with the Legal Division in representing the Council in Court, including the preparation of statements and giving evidence.
- 30. to act where necessary, as an expert witness for the Council in legal proceedings.

**PO4** 

All duties above and at increase level of complexity

- 31. to manage large and complex developments from pre-submission to completion on site, with limited supervision, ensuring the full requirements of the Building Regulations are adhered to
- 32. to provide bespoke technical solutions to complex design, structural and legislative issues on major developments.
- 33. to be aware of and train others on the implementation of new legislation, technical issues and changes to procedures as directed by the Government
- 34. to calculate and manage the fee income relating to major applications ensuring that the service receives remuneration suitable to the complexity of the service and that the scheme will be adequately funded and resource throughout its lifetime.
- 35. To be on the out of hours dangerous structure rota and attend dangerous structures. Assess dangerous structures and provide expert advice on behalf of the council to other statutory bodies. i.e. Fire Brigade/Health and Safety Executive etc.

P05

All the above duties and must have all the following

- 36. Must be MRICS/CABE/CIOB qualified.
- 37. Passed Level 6 Fire Safety Competency in order to deal with large high rise complex residential and commercial buildings or equivalent .i.e. MIFireE
- 38. Attend high profile meetings and advise architect, clients & contractors stakeholders on technical issues relating to the project at strategic level.
- 39. To undertake plan examination, site inspections
- 40. The post holder Will represent the Authority when dealing with partners, developers and other interested parties to ensure a joined up approach to deliver the project.
- 41. As a senior lead, motivate and develop the performance of staff within the team.

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- to undertake where required such other duties within the competence of the postholder, which may be required, reasonably, from time to time.
- To complete on site training
- Will required under the new Building Safety regime to become accredited with a recognised scheme to demonstrate competence, and to maintain qualification.

# **Personal Specification**



Job Title:	Service Area:	
Building Control Officer	Building Control	
Directorate:	Post Number:	Evaluation Number:
Inclusive Economy & Housing	Fusion	
Grade: S02- P05	Date last updated: Jan 2023	

## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: SO2: Conversant with all aspects of Building Regulations, awareness of current technology and legislation; clear	Application Form and Interview
understanding of Local Authority/Building Control functions; basic principles of building constructions, trades, practices, plant and equipment; also main areas and application of Building Regulations; understanding of the principles of Fire Precautions and protection; ability to assess and assimilate plans and designs; familiarity	Application Form and Interview

with construction technology.  PO1/2/3: A thorough knowledge of Building Control Regulations and construction methods, awareness of site hazards and related issues.  PO4/P05 Organising and controlling large and complex workloads and project control to meet deadlines. Sound knowledge dealing with High rise residential and complex commercial developments.	Application and Interview  Application and Interview
EDUCATION/QUALIFICATIONS  Attending course leading to Corporate Membership of RICS / CABE/CIOB/MIFIRE or equivalent which may be work-based rather than academic attainment. Will required under the new Building Safety regime to become accredited with a recognised scheme to demonstrate competence, and to maintain qualification.  Will required under the new Building Safety regime to become accredited with a recognised scheme to demonstrate competence, and to maintain qualification.	Application and Interview  Application and Interview
SKILLS AND ABILITIES: An understanding of the Council's Vision and the key role that the Building Control Service will play in achieving the Council's objectives.  Proven ability to communicate effectively written and numerical information, orally and in written form.	Application Form  Application Form and Interview  Interview

Ability to organise own workload and work under pressure, maintaining high quality output and achieving set deadlines and Application Form targets. Ability to build effective and productive working relationships with people at all levels internally and externally, including the effectively ability to deal with the communication needs of different internal Interview and external groups. At all levels: Interview The ability to arrange and prioritise own workload to meet deadlines and quality standards. The ability to make sound decisions under pressure. **EXPERIENCE:** SO2-PO3: Application Form and Interview Administrative OR building related work OR technical drawing/site work OR Building Control/support work. Local Government Building Control OR detailed involvement in full range of building works; to have worked with appropriate level of independence Application Form and Interview PO4/P05: Organising and controlling large and complex workloads and project control to meet deadlines. Experience with dealing with High Rise building complex commercial and residential developments. Experience in the supervision of other staff and consultation with other agencies. PERSONAL STYLE AND BEHAVIOUR:

**Application Form** 

Application Form

Maintains a high standard of ethics and

personal conduct.

Inspires confidence and trust with people at all levels internally and externally.

Friendly, open personal style.

Articulate in written and oral communications.

Committed to the achievement of equal opportunities in both employment and service delivery.

Flexible approach to working hours, location and to getting the job done.

Keen to make an effective contribution, constantly looking for ways to enhance the effectiveness and performance of the service and actively seeking to support colleagues for the overall benefit of the service.

Interview

Application Form and Interview

Interview

Interview

Application Form

## OTHER SPECIAL REQUIREMENTS:

Willingness and ability to work occasional evenings and weekends to maintain service delivery.

This post is subject to a DBS check.

Driving licence where site inspections are required

This post is exempt from The Rehabilitation of Offenders Act (1974).

Application Form/Interview

Satisfactory clearance at conditional offer stage
Application Form

**Application Form**