

Role Specification –Building Control Surveyor

Service Area	Place
Role Title	<ul style="list-style-type: none">• Building Control Surveyor
Role Family	<ul style="list-style-type: none">• Southern Building Control Partnership
Location	<ul style="list-style-type: none">• Oxted/Dorking/Agile
Reporting Line	<ul style="list-style-type: none">• Senior Building Control Surveyor• Head of Building Control
Grade	<ul style="list-style-type: none">• Level 1 – TC1 – TA1 Apprentice/Trainee• Level 2 – TA2 – M1 Graduate/Assistant• Level 3 – M2 – M3 Building Control Surveyor

Service Area Purpose

Southern Building Control Partnership delivers the Building Control services for the local authorities in the Partnership, Mole Valley District Council, Reigate & Banstead Borough Council and Tandridge District Council. All staff are employed by Tandridge District Council.

You will be responsible for carrying out all works associated with building control, including making recommendations and decisions, electronic record keeping and ensuring compliance with regulations as well as helping to build a strong working relationship with our customers.

Key responsibilities

Process building regulation applications and issues effectively using good practice guidance, policies and procedures and understand when to consult with others.

Person Specification

TC1-TC2: Apprentice Building Control Surveyor

Qualifications /Education

Essential	Desirable
<ul style="list-style-type: none">• Good literacy and/or numeracy required	<ul style="list-style-type: none">• Good standard of general education and/or equivalent experience• BTEC Level 3 in Construction and the Built Environment (QCF)

Experience

Desirable
Experience of working in an office environment, customer services or contact centre operation, building control department and or building construction environment.

Key Skills & Knowledge

Essential
<ul style="list-style-type: none">• Proactive with commitment to provision of excellent customer service.• Good written and verbal communication skills.• Numerate.• Accuracy and attention to detail.• Well organised and methodical.• Team worker with ability to work on own initiative.• Resourceful and flexible in approach.• Able to perform efficiently and effectively under pressure.• Proficient in MS Office.• Understanding of the broad requirements of the data protection principles.• A commitment to equality and diversity.

TC2-TA1 - Trainee Building Control Surveyor- All the above and

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none">• 5 GCSEs or equivalent including Maths and English• Three A Levels at Grade C or equivalent <p>Or</p> <ul style="list-style-type: none">• Level 3 Apprenticeship in Construction or Property related discipline	<ul style="list-style-type: none">• CSCS card• LABC Certificate in Technical Support for Public Service Building Standards

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Experience of dealing with customers • Keen interest/experience within the construction industry 	<ul style="list-style-type: none"> • Able to review processes and recommend better ways of working. • Proficient in using technology. • Knowledge and understanding of relevant processes. • Local Authority experience in dealing with building control applications

Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> • Ability to communicate effectively with customers, colleagues and other stakeholders both in person and in writing. • Able to create and structure basic technical and general correspondence.

TA2-M1 - Graduate Trainee/Assistant Building Control Surveyor - All the above and:

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Degree or studying final year of degree in building control surveying or building surveying 	<ul style="list-style-type: none"> • Corporate/student membership of RICS/CABE (or working towards membership) • LABC Level 4/5 Building Control Diploma in Public Service Building Control Surveying

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Sound knowledge of new build construction terminology • Practical experience either on site or office based through interpreting building control plans 	<ul style="list-style-type: none"> • Dealing with agents, builders and the public in relation to building control applications

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> Detailed knowledge and understanding of the organisational procedures that relate to a particular work area. Problem solving and decision making in order to resolve straightforward problems within building control Able to review processes and recommend better ways of working. Proficient in the use of technology Able to apply key skills across multiple processes and cases across the building control department 	<ul style="list-style-type: none"> Broader knowledge of Council services, systems and procedures. Able to interpret information/situations to resolve more complex problems.

M2/3 - Building Control Surveyor - All the above and:

Qualifications / Education / Competency

Essential
<ul style="list-style-type: none"> Degree in building control surveying or building surveying Corporate membership of RICS/CABE CSCS card

Experience

Essential
<ul style="list-style-type: none"> Working as an assistant/building control surveyor within a local authority or private organisation

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> Able to interpret information/situations to resolve more complex problems. Some expert knowledge of one or more complex procedures. Able to interpret building plans to determine scope of works and resulting fees. 	<ul style="list-style-type: none"> Expert knowledge of a range of complex processes in building control Broad and detailed knowledge of some council services, systems and procedures.