



ROLE PROFILE FOR TRAINEE BUILDING CONTROL SURVEYOR

Role Title: Trainee Building Control Surveyor

Service: Building Control

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Building Control Manager

Role Purpose

Undertake appropriate training and provide a supportive role in the Building Control Team for the period before qualifying as a Registered Building Inspector.

Shadowing Building Control Officers in the Building Control Team whilst working towards and completing Building Control qualifications and obtaining the Registered Building Inspector licence.

This role is dependent on the successful completion of level 4 and 5 diploma in Building Control surveying and obtaining a Registered Building Inspector licence upon completion.

This role will be offered on a fixed term contract to enable the completion of all training and the receipt of a Registered Building Inspector licence.



Main Duties and Accountabilities

Knowledge and Expertise

- An understanding of the nature and scope of Building Control work including its contribution to improving the health and safety of residents.
- An understanding of the rationale for carrying out inspections/audits and investigations.
- Awareness of the core areas of Building Control and how Building Control practitioners secure improvements e.g. through informal and formal routes including enforcement.
- Demonstrate practical experience of working in a building control environment.
- Experience of carrying out investigative work in a regulatory setting.
- Experience of using computer databases, and Microsoft packages such as PowerPoint, Excel, Word and Outlook.
- Organisational skills to enable workload prioritisation and meeting deadlines whilst working under pressure.
- Able to visit premises, construction sites and undertake inspections as required by this role
- Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.
- Have a positive attitude towards the delivery of quality services and contribute to the development of services.
- Ability to deal confidently with a wide range of people and establishing sound working relationships with businesses, the public, internal and external stakeholders, Elected Members, senior managers and colleagues.

Creativity and Innovation

- Will develop skills to exercise technical judgement in interpreting the Building Regulations.



- Will be innovative in creating and supporting a quality Building Control service.
- Will be innovative and flexible in supporting the function of the Building Control services

Financial Accountability

- none

Impact upon the Organisation & the Community

- Proper application of the building regulations is essential to ensure the safety of people in
- and around building and construction sites Insert point 2
- Insert point 3

Management & Supervisory Responsibilities

- none

General

- Assist and support other members of the Building Control Team as directed to deliver services including building control enforcement related activities, dependant on relevant stage of knowledge and experience and subject to service requirements.
- Assist Officers with and progress to undertake independently, proactive inspections, compliance visits, investigations, surveys, and interventions in all types of building control settings and the wider environment, as directed by other Officers.
- As knowledge and competence develops, undertake a case load of reactive work, including responding to and investigating complaints, as well as proactive project work and educational activities where required. In all cases, responding within corporate timescales, keeping relevant parties informed and maintaining up to date case records.



- Analyse and interpret data and information and implement decisions on a broad range of activities across the service area, as directed by other Officers.
- As knowledge and competence develops, communicate with home/building owners to advise them on the relevant legal provisions for building control issues, using a variety of methods including face-to-face, via telephone, email and in writing.
- As knowledge and competence develops, liaise with other services such as Planning and Legal to promote compliance and achieve improved outcomes for customers.
- Support Officers to carry out enforcement duties including collation and collection of evidence, preparing reports, drafting formal notices, and preparing cases for prosecution in the Magistrates' Court and attending court as a witness in line with our enforcement policy.
- Work outside normal office hours, when necessary, for the effective performance of duties. This will include independent study and completion of all course and assessed work, as required for the Registered Building Inspectors licence.
- Keep up to date with legislation changes, update the division on technical knowledge and trends and give talks and lectures on aspects of the service as required.
- Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
- Contribute actively to the achievement of a good customer focused approach to service delivery within the section, participating in the development and maintenance of quality systems to ensure continuous monitoring and improvement to service quality and customer satisfaction for the service provider.
- Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
- Any other duties and responsibilities within the range of the salary grade.



Continuous Professional Development

- To be completed yearly as required by the Building Inspector licence and any professional bodies

Customers and Contacts

Important Internal Relationships

- Other service areas
- Councillors
- Senior Managers

Important External Relationships

- Residents
- Businesses
- Agents
- Stakeholders such Police, Fire etc.

Additional Requirements

- 3 A Levels (or equivalent) at Grade C or above (or predicted for 2024)
- Maths and English GCSE 4/C or above (or equivalent) or ability to complete Maths and English Functional Skills level 2
- Full UK diving licence and access to a car for work purposes.
- Ability to work from home if required, with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.
- Legally entitled to work in the UK.
- Ability to participate in the Council's out of hours Civil Emergency arrangements.
- Carries out any other duties commensurate with the grade of this post as is required of the Council.



Trainee Building Control Surveyor - Person Specification

Qualifications and Training

Criteria	Essential or Desirable	Application, Interview or Assessment
3 A Levels (or equivalent) at Grade C or above (or predicted for 2024)	E	A
Maths and English GCSE 4/C or above (or equivalent) or ability to complete Maths and English Functional Skills level 2	E	A

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
An understanding of the nature and scope of Building Control work including its contribution to improving the health and safety of residents.	E	I
An understanding of the rationale for carrying out inspections/audits and investigations.	E	I
Awareness of the core areas of Building Control and how Building Control practitioners secure improvements e.g.	D	I



through informal and formal routes including enforcement.		
Demonstrate practical experience of working in a building control environment.	D	A/I
Experience of carrying out investigative work in a regulatory setting.	D	A/I
Experience of using computer databases, and Microsoft packages such as PowerPoint, Excel, Word and Outlook.	E	A
Organisational skills to enable workload prioritisation and meeting deadlines whilst working under pressure.	E	A/I
Able to visit premises, construction sites and undertake inspections as required by this role	E	A/I

Skills and Relations with People

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to work positively with other people.	E	A/I
Able to communicate in a clear and concise manner.	E	A/I
Ability to take directives.	E	A/I
Experience of working with clients and stakeholders in a construction-based environment	D	A/I



Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to promote a positive professional service to our customers.	E	I
A knowledge of the community needs and the impact of a Building Control Service on meeting the need of the community	E	I

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to understand and meet targets and objectives		

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or Assessment
Full UK diving licence and access to a car for work purposes	E	A

DBS Requirements

- No Check Required

