

## Job Description

<b>Job Title</b>	General Building Control Officer
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning & Building Control
<b>Grade</b>	8
<b>Competency Level</b>	2
<b>Salary</b>	£44,711 - £49,764
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To carry out a full range of Building Control registered activities and other associated functions including plan assessments, on-site supervision of building works, dealing with dangerous structure and open to access reports.

### Directly Responsible For:

Not applicable

## Directly Responsible To:

Area Team Leader

## Main Areas of Responsibility:

- To plan assess all applications within the respective competency banding as defined under the Building Safety Regulators Competency framework which are formally submitted for consideration under the current Building Regulations, allied national and local legislation, ensuring statutory time periods are always observed
- To keep adequate computer-based records of formally submitted applications in accordance with the Sections process maps, policies and ISO Quality Assurance system
- The attendance at officer and site meetings, public enquiries, courts of law and meetings of external agencies and voluntary organisations and courses, when required
- To provide competent technical expertise and advice for building works on site in accordance with the Building Regulations, associated legislation, and within the competency banding associated to the role
- To supervise and control the demolition of buildings in accordance with relevant legislation, including preparation of specification and approval of method statements
- The inspection of dangerous structures and the use of enforcement powers under relevant legislation for the removal or securing of structures found to be dangerous
- The inspection of open to access buildings and taking appropriate enforcement action under relevant legislation for the securing of buildings found to be vacant and insecure

- The receiving and processing of correspondence, plans, specifications, and details relevant to undertake necessary enforcement action under relevant building legislation
- The receiving and processing of complaints and enquiries from members of the public, Councillors, Members of Parliament, and the Ombudsman
- To provide assistance to the Area Team Leader and Principal Building Control in meeting statutory targets for both the plan assessment and site inspection elements. Also ensuring that works is done within the designated competency banding for the role in accordance with the Building Safety Regulators competency framework
- To carry out any other relevant duties as may from time to time be assigned commensurate with the grade
- To supervise the Trainee Building Control Officers, and Apprentice Building Control Officers in the application of the Building Regulations and other associated building legislation
- To maintain, support and develop close working relations with other Sections and service areas and to attend site as required. Be responsible to the appointed Area Team Leader for the administration and enforcement of relevant legislation in the implementation of council policies, programmes, and procedures
- To assist the Building Control Manager, Area Team Leader, Principal Building Control Officer and Quality & Business Growth Officer in the collation and reporting of Operational Standard Rules/KPIs for the Building Safety Regulator
- To provide advice on legislation, technical matters, guidance and instruction to the public, architects, surveyors, agents, builders, and staff within other sections of the Council and other Portfolio's where appropriate
- To assist the Area Team Leader and Principal Building Control Officer in the study and reporting on new or proposed legislation, circulars or other matters

affecting the function of the Service. Establish or revise operational systems, procedures and policies as required

- To assist in the development, implement and maintain a quality system of data management and archiving that complies with BS EN ISO 27001:2005 accreditation and audited by an external accreditation body
- To participate in all aspects of training and personal development. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the portfolios and Sections business/service targets
- Maintain registration to a suitable competency banding to ensure that restricted activities/functions commensurate with the role can be undertaken

### **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

### **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

### **Physical Demands of the Job:**

- Exposure to working in adverse weather conditions on site and via call out
- Standing for long periods time

- Sitting for short to medium periods of time
- VDU working for long periods of time
- Working at heights
- Lone working at intermittent times

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan



## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Associate professional qualification i.e., RICS. / C A.B.E / CIOB or equivalent (A/I)
- LABC/CIOB Level 4 or 5 qualification in Building Control or other associated discipline (A/I)
- Hold a Higher National Certificate in a relevant building subject (A/I)
- Ability to demonstrate a minimum competency to a General Level commencing at Class 2A up to Class 2C as defined in the Building Safety Regulators Competency Framework (A/I)

## Experience

### Essential

- Experience of working within Building Control industry dealing with standard & non-standard forms of construction, commercial & residential buildings up to four storeys (A/I)
- Experience in the enforcement of the Building Regulations and other allied legislation (A/I)
- Experience in applying the Building Regulations and associated guidance via the (Approved Documents), British Standards and Codes of Practice (A/I)

- Use of computers for the recording of site inspection notes, plan examination, preparation of reports and other correspondence (A/I)
- Experience of working within Building Control including dealing with dangerous structures, demolitions and open to access buildings (A/I)

### **Desirable**

- Experience in the implementation of Safety at Sports Ground legislation including during performance inspections
- Experience of preparing performance monitoring, ISO QA systems and KPI reports

## **Skills/Abilities**

### **Essential**

- Communication skills both written and oral (A/I)
- Ability to communicate on all levels, both with other professionals and with members of the public (A/I)
- Ability to manage and supervise staff and to work on own initiative (A/I)

### **Desirable**

- Ability to influence, assist and motivate colleagues when passing on experience



## Commitment

### Essential

- The candidate must demonstrate a real commitment to the highest standard of service to our customer, particularly in a competitive environment (A/I)

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- Hold a full clean driving licence (A/I)
- Ability to work in accordance with Health & Safety Regulations (A/I)
- Willing to participate in out-of-hours emergency call out system (A/I)

### Desirable

- Readiness to take on additional responsibilities, commensurate with the grade and to represent the section or service to assist in the implementation of Best Value, Quality Assurance, or other initiatives
- Willing to participate in during performance inspections under sports ground safety legislation