

## Job Description

<b>Job Title</b>	Principal Structural Engineer
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning & Building Control
<b>Grade</b>	9
<b>Competency Level</b>	2
<b>Salary</b>	£51,356 - £56,673
<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 lead on and assess the acceptability of structural submissions made under the provisions of the Building Regulations in accordance with British Standards, European Codes Practice, and any other relevant Codes of Practice.

### Directly Responsible For:

Structural Engineer



## Directly Responsible To:

Building Control Manger

## Main Areas of Responsibility:

- To assess the acceptability of submissions made under the provisions of the Building Regulations in accordance with British Standards, European Codes of practice and any other relevant Codes of Practice. To use professional judgement to determine which matters are to be considered in submissions of any size, basis, complexity, or construction as the workload of the section dictates
- To maintain, support and develop close working relations with other Sections and Service Areas and to attend site as required. Be responsible to the Building Control Manager for the administration and enforcement of relevant legislation in the implementation of council policies, programmes, and procedures
- To deputise as required for other members of the team
- To assist the Building Control Manager in the development of individual risk assessed site inspection plans based on complexity, robustness of compliance and value based
- To assist with the activities of the team in the achievement of the Council's and Service's objectives, policies, and duties
- To provide advice on legislation & technical matters and guidance & instruction to professionals, technical and other staff
- Provide supervision, training, mentoring, competency, and personal development to the structural engineer and other members of the team
- To monitor progress of applications for their workload and that of the structural engineer to ensure that work is completed within the required timeframe

- Support the Building Control Manager, Area Team Leader, and Quality & Business Growth Officer in the proactive marketing of the Building Control service, using relevant members of the team as directed to assist in this task
- To assist both the Building Control Manager, Area Team Leader, and Quality & Business Growth Officer in the collation of service KPIs, Operational Standard Rules/KPIs for the Building Safety Regulator and maintenance of the services Quality Management system
- The participation in the emergency out of hours Building Control service
- To attend officer and site meetings, courts of law, meetings of external agencies and voluntary organisations and courses, when required
- To be responsible to the Building Control Manager in relation to structural appraisal
- Provide consultancy services in relation to structural design checking for other Local Authority Building Control bodies and subsequent financial management of the associated charges for the consultancy service
- To assist the Area Team Leader/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 have a detailed knowledge of the Building Regulation fees & charges Regulations and their implementation
- To prepare necessary notes, reports, schedules, or other relevant correspondence
- To keep records and other relevant administrative details as required
- To assist in the consideration of the training needs of the Section
- To carry out Structural surveys and reports for Liverpool City Council Service areas
- 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 Division's business and service targets

- To undertake any other duty commensurate with the role as required

## **Supervision and Management Responsibility:**

- Manages performance and behavioural issues effectively for the Structural Engineer

## **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
- Explores different options for funding and income generation

## **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:**

- Intermittent exposure to working in adverse weather conditions on site and via call out
- Standing for long periods time
- Sitting for long 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.

# Personal Specification

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

## Qualification and training

### Essential

- Full professional qualification i.e., Institute of Structural Engineers or equivalent (A/I)
- Degree in Structural Engineering (A/I)

### Desirable

- Management/Supervisory qualification
- LABC/CIOB level 4 or 5 qualification in Building Control or associated discipline

## Experience

### Essential

- Extensive experience of design in steel, masonry, concrete and timber on residential and commercial buildings up to seven storeys and other complex building schemes (A/I)
- Extensive experience in understanding the impacts of fire on materials used in the construction of buildings (A/I)
- Extensive 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 application notes, plan examination, preparation of reports and other correspondence (A/I)
- Substantial experience of working within Building Control including dealing with dangerous structures, demolitions and open to access buildings (A/I)

## **Desirable**

- Experience in producing reports on KPIs and working with a Quality Management system
- Experience in financial management in relation to assessing consultancy charges and reporting on associated income/debt
- Experience in marketing the Building Control service
- Experience of Plan assessment and site inspections (registered activities) associated to Building Control

## **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)
- Good numeracy and conceptual skills, with a ready ability to comprehend complex structural design (A/I)

## 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