

SUPPORTING INFORMATION FOR THE POST OF
**BUILDING CONTROL SURVEYOR -
CAREER GRADED**

January 2020

Dear Applicant,

Vacant Post: Building Control Surveyor

Thank you for your interest in the above post.

The post will be based in the Building Control Unit of the Environment and Public Protection Division.

I enclose an application pack, which includes: application form and job description.

Please ensure that you complete all sections of the application form fully. CV's are not accepted. When filling in your application form, please study the job description carefully. If you do not demonstrate on the form that you fulfil the criteria for the position, you are unlikely to be successful in your application.

The closing date for applications is 16 February 2020. If you have not heard from us within two weeks of the closing date, you should assume that you have not been successful on this occasion.

Yours faithfully,

Steph Bond
HR Business Partner

**BUILDING CONTROL SURVEYOR (career graded)
Full-time (37 hours per week)**

£21,589 - £33,799 (Grade 3 – 6) per annum

A full-time vacancy has arisen within our Building Control unit for a Building Control Surveyor. This is a career graded post, so would be an excellent opportunity for a non-qualified candidate to join the team and develop a career in Building Control. Comprehensive training with an external provider will be completed to allow progression to gain a degree and full membership of a relevant professional body.

However, for those who are fully qualified, there are ample opportunities available for continuous professional development and the ability to specialise in other specific relevant areas such as fire risk assessments or management.

Working across North Kesteven, you will manage a diverse, interesting caseload, providing advice to a wide range of customers, including agents and architects. Guided and supported by experienced senior colleagues, you'll join a small team managing domestic, industrial and commercial projects. It is a role that provides excellent opportunities to learn, ongoing development and supported training to achieve your professional qualifications.

Processing cases from initial enquiries to completion, you'll apply Building Regulations, carry out site inspections and record work in progress. You'll also liaise with a wide range of customers, including members of the public and building professionals, as well as support and collaborate with your colleagues to ensure consistent high quality technical guidance, advice and services.

To be successful in this role you will have excellent people skills and a commitment to delivering consistently high quality service to our customers. You'll also have lots of initiative and be eager to develop professionally. A full, valid driving licence and a flexible approach to working hours are also essential.

Starting salary is subject to experience and qualifications (minimum 2 A levels or City and Guilds equivalent). The post requires some out of hours working for which additional payments are made. Benefits include: essential car user allowance; local government pension, membership of a health cash plan or private health scheme; one professional subscription; annual holiday entitlement is 24 - 27 days (29 - 32 days after 5 years' service in Local Government) plus a further 8 statutory public holidays, depending on grade.

If you would like an informal discussion about this opportunity please contact Paul Weldon on 01529 308104

Closing date - 16 February 2020

Interview date - 27 February 2020

Generic Role Profile

POST TITLE: Building Control Surveyor – Career Graded

Specialist & First-Line Management C2 - Generic Role Profile

JOB PURPOSE:

To support the Manager in leading an efficient and effective service, applying specialist skills that ensure high quality service delivery and professional standards to meet the organisation's priorities and ambitions. To apply strong people management where appropriate in line with North Kesteven District Council's Corporate Values.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Work with service manager to ensure the service is delivered within resource and budgetary restraints
- Maintain an awareness of specialist developments relevant to own area of responsibility and provide professional advice and support to others
- Being responsible for the development of policies to ensure the needs of the service are met as appropriate
- Develop, adapt and consult on policy within the service in line with legislation, best practice and the NK Plan
- Assess, analyse and interpret complex qualitative and quantitative data, identify trends and test solutions to support the resolution of issues
- Review systems and processes in own work area, consider areas for improvement and have the autonomy to revise and implement working practises, systems, equipment or processes
- Develop internal and external networks and investigate best practise in other areas to continue to improve service delivery
- Develop and manage records systems to meet both internal and external requirements
- Determine priorities and allocate resources to meet planned objectives and requirements
- Identify and contribute to resource planning and associated costs of future provision of the service
- Produce and deliver formal reports, briefings and presentations
- produce and assess a range of complex management information that the Council and managers require to assess organisational performance
- Ensure all legislative and organisational requirements are met within the service
- Work with partners, and gain a good working knowledge of their remits in order to achieve mutual objectives
- Competence in taking clear and consistent decisions in support of the Council's broader objectives
- Capability to operate effectively and with discretion with regard to politically sensitive information and situations
- Oversee projects, ensuring each is delivered to a high standard, on time and within budget
- Receive and respond to general enquiries from customers (external and/or internal), referring requests outside of one's own knowledge base/responsibility to the appropriate person/area in order to provide an efficient and effective service
- Monitor and maintain a safe working environment for self and others
- Promote a positive image of the service area and the Council as a whole
- Ensure effective communication with Councillors and team members at all levels
- To lead by example by embracing and living the organisation's values and behaviours

To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside the scope of the post may be undertaken with the consent of the post holder

KNOWLEDGE, SKILLS & EXPERIENCE

- Either academic/vocational qualifications or in depth work experience in relevant role
- Numeracy, literacy and IT skills
- In depth knowledge of relevant systems/equipment/processes
- Initiative and judgement to resolve problems independently
- Ability to communicate clearly through multiple channels
- Understanding and application of relevant legislation, policies and procedures
- Effective planning and project management skills, with the ability to work to deadlines.
- Pragmatic and solution orientated. Committed to continuous improvement and high standards.
- Experience of negotiation, influencing, building and sustaining relationships in order to achieve results. Interpersonal skills at all levels internally and externally.

OUR COMMITMENT

NKDC is a people-focused, honest and high-performing organisation, which utilises teamwork to deliver a professional service to our customers and partners and in making positive contributions in support of a District of Flourishing Communities.

All our employees are supported to manage their workload, take responsibility, be proactive about their own development, to work effectively with others, and to meet our customers' needs; and where relevant are supported to be effective managers and leaders. We expect all employees and volunteers to comply with all current legislation, Council Policy and procedures including but not limited to duties defined in the Health and Safety at Work etc. Act 1974, the Council's Health and Safety Policy, and any specific Council policies as appropriate to their role.

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all employees and volunteers to share this commitment. All employees who come into contact with children, young people and adults at risk are expected to comply with all requirements detailed within the Safeguarding Policy.

We work closely with Union representatives to help ensure approaches and solutions adopted are fair and equitable across our workforce. All employees have the right to join a trade union and to take part in its activities. All employees also have the right not to belong to a trade union.

MANDATORY JOB REQUIREMENTS

- Completion of Degree in Building Control or equivalent
- Large or Complex Non Commercial Applications
- Minimum 4 years' experience in Building Control/Approved Inspector Corporate Membership of or working to an appropriate body RICS, CABE, CIOB

Career Development Plan:

Surveyor career grades	Academic Achievement	Competency	Additional Requirements
3	2 A levels (Maths & English) or City and Guilds in a trade	Shadowing Surveyor Basic Domestic Applications	
4	Completion of LABC Level 4 Diploma in Public Service Building Control Surveying Domestic or equivalent	Simple Domestic Applications	Minimum 2 years' experience in Building Control/Approved Inspector
5	Completion of LABC Level 5 Diploma in Public Service Building Control Surveying Non Domestic or equivalent	New Build Housing and Simple Non Domestic Applications	Minimum 3 years' experience in Building Control/Approved Inspector
6	Completion of Degree in Building Control or equivalent	Large or Complex Non Commercial Applications	Minimum 4 years' experience in Building Control/Approved Inspector Corporate Membership of or working to an appropriate body RICS, CABE, CIOB