

# Job Description and Person Specification

Role: Senior Building Control Officer



# Job Description

<b>Job Title</b>	Senior Building Control Officer (Class 2a & b)
<b>Grade</b>	Grade 9
<b>Service</b>	Regulation and Communities
<b>Reports to</b>	Building Control Manager
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	A6037



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



# About the Service your team will provide

## Purpose of the role

Under the general direction of the Building Control Manager:

1. Deliver a high-quality Building Control service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
2. Deliver an effective and coordinated Building Control function through design appraisal and site inspection service having due regard for the commercial sensitivity of the service and its operation as a stand-alone business unit.
3. Ensure the safety of the public through the response to dangerous or dilapidated structures.

## Main Duties & Key Accountabilities

### Core Knowledge

- Process and assess all types of applications (with a focus on major applications) for design stage compliance with the Building Regulations, associated legislation, Government and Council Building Control policies and to meet the key objectives of the Council. This includes the validation and assessment of technical documents in support of complex applications.
- To undertake the necessary professional duties ensuring compliance with Building Regulations – undertaking site visits, assessing developments against regulations, accurately documenting and recording information, and issuing decisions in a timely and professional manner.
- Provide a professional Building Control advice service to the Public, Elected Members, other Council Directorates, the Building Safety Regulator and stakeholders, communicating effectively on matters of compliance and solutions.
- To have an awareness of the wider City Council policies and those of partners and ensure they are reflected in the professional work of the postholder.
- Liaise with the Planning Enforcement team where it is considered planning contraventions may have occurred.
- Effective administration of dangerous or dilapidated structures including appropriate actions to remove danger. Oversight and participation

in the provision of a 24/7 'out of hours' emergency cover rota.

- Provide technical advice to the Safety Advisory Group as required, assessing technical event safety submissions and undertaking pre match/event inspections in order to release a safety certificate and attendance at events / matches to ensure compliance with the safety certificate. Attendance at post event/match safety meetings as required to review procedures.
- Provide an effective enforcement function taking action for non-compliance with the Building Regulations, including investigation of contraventions; advising on and instigating appropriate action.
- Keep fully up to date with all relevant new and amended legislation, together with technical and procedural documentation.
- Undertake checking of all new and amended Building Regulations Applications including the compiling of detailed reports and documentation when varying provisions and when considering applications for relaxation or dispensation of requirements, or where site variations have occurred.
- Carrying out spot checks and site inspections where applications have been deposited but no notification of commencement or completion has been received.
- 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.

## Key relationships

### External

Fire and rescue service.  
Colleagues at certificated stadiums.  
Structural engineers.  
LABC network.

### Internal

Building Control team.  
Legal team.  
Technical Support team.  
Other local authority colleagues.

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

Mentoring and guiding less experienced staff on technical building control matters.

## Person specification

<b>Job Evaluation Code</b>	A6037
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Substantial knowledge and understanding of Building Act, Approved Inspector, Building Regulations, Safety at Sports Grounds and allied legislation relating to Building Control.</li> </ul>	
<ul style="list-style-type: none"> <li>Detailed understanding of the emerging role and influence of the Building Safety Regulator and Building Safety Act upon the future operation of building control.</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge of customer care and the principles of equal opportunities in providing a Building Control function.</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge and understanding of the local government structure and political framework.</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge and understanding of the statutory requirements and good practice in relation to service related matters.</li> </ul>	
<ul style="list-style-type: none"> <li>Knowledge of local, regional and national building control and enforcement trends and issues.</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Excellent written and oral communication skills with good attention to detail, with the ability to present technical or legislative views with tact and diplomacy in challenging situations with a variety of audiences (construction professionals, homeowners, Elected Members, Senior Managers).</li> </ul>	
<ul style="list-style-type: none"> <li>Excellent map, plan and drawing appreciation skills sufficient to accurately assess physical characteristics of sites, buildings, infrastructure and other features.</li> </ul>	
<ul style="list-style-type: none"> <li>Good literacy and numeracy skills to enable understanding of structural calculations.</li> </ul>	
<ul style="list-style-type: none"> <li>Able to apply theoretical knowledge to practical problems and provide a cost- effective service.</li> </ul>	
<ul style="list-style-type: none"> <li>Excellent presentation skills sufficient to convey messages clearly and concisely when presenting information to partners</li> </ul>	
<ul style="list-style-type: none"> <li>Able to keep abreast of technology and legal developments in connection with Building Control matters.</li> </ul>	
<ul style="list-style-type: none"> <li>Able to travel around the city daily, undertake site visits and inspections and tasks associated with building inspections, such as climbing ladders, inspecting footings.</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to investigate and respond to reported incidents of dangerous structures and service complaints with sensitivity, professionalism and taking full regard of legislative constraints.</li> </ul>	
<ul style="list-style-type: none"> <li>Be proficient in the use of IT packages.</li> </ul>	
<ul style="list-style-type: none"> <li>Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.</li> </ul>	

<ul style="list-style-type: none"> <li>• Ability to identify, develop and maintain business opportunities, partnerships and client relationships in a manner that supports the commercial position of the service.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to engage in the national agenda around changes in building regulation legislation, such as changes in Approved Inspectors, fire safety in high rise buildings, changes to Parts of the Building Regulations.</li> </ul>
<ul style="list-style-type: none"> <li>• Able to demonstrate influencing, persuading and negotiation skills with a range of stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>• Good organisational skills.</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Making robust and defensible decisions on technical, statutory and associated Building Regulation compliance issues.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of dealing with a variety of applications/cases in a building control role, particularly, major complex schemes along with appeals by method of written representation.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of processing, assessing and applying Building Regulations to development projects, including major projects.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience in dealing with complex and sensitive issues, making robust and defensible decisions on legal and technical building control matters.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of using computer databases, and Microsoft packages such as PowerPoint, Excel, Word and Outlook.</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• ONC or OND or BTEC in a building related subject, CIOB Public Service Building Control Surveying Diploma Level 5, or a professional qualification by one of the Chartered Institutions, RIBA, IStruct E, CIOB, with specialism in Building Control, or full corporate membership of RICS or ABEng or working towards at an advanced level; or</li> </ul>
<ul style="list-style-type: none"> <li>• At least 3 years' experience of working within a Building Regulations environment.</li> </ul>
<ul style="list-style-type: none"> <li>• LABC or Building Safety Competence Foundation competency assessment to Class 3 level.</li> </ul>
<b>Special Requirements</b>
<ul style="list-style-type: none"> <li>• Will be required to work outside office hours.</li> <li>• Will be required to travel in the course of duties.</li> <li>• Willingness to undertake any necessary formal training.</li> <li>• A current valid UK driving licence.</li> </ul>

<b>Date Created</b>	October 2020	<b>Date Reviewed</b>	February 2024
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