

# Job Description and Person Specification

**Role:** Building Control Enforcement Officer



## Job Description

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| <b>Job Title</b>           | Building Control Enforcement Officer |
| <b>Grade</b>               | 7                                    |
| <b>Service</b>             | Legal and Governance Services        |
| <b>Reports to</b>          | Principal Building Control Officer   |
| <b>Location</b>            | City Centre                          |
| <b>Job Evaluation Code</b> |                                      |



## 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 Principal Building Control Officer:

1. Deliver a high-quality building control enforcement service in a way that contributes to the achievement of the sections vision and objectives for a safe built environment and sustainable city.
2. Enforce all relevant legislation administered by the section.

## Main Duties & Key Accountabilities

### Core Knowledge

1. Investigate building control enforcement complaints, identifying appropriate courses of action ensuring that all relevant legislation is considered and followed, including:
2.
  - a. Gathering evidence for prosecution / legal action in accordance with the sections enforcement policy and procedures including collating of information and preparation of reports to support the case.
  - b. Serving and enforcing statutory notices.
  - c. Preparing prosecution papers / reports, attending briefings and committees as and when required and giving evidence in court; and
  - d. Update Senior Managers in respect of potential or actual contraventions as required.
3. Interpret technical / legal information, plans and legislation and make an initial assessment to progress each enquiry based upon the information and evidence received.
4. Carry out initial triage of contraventions to establish route of enforcement to be taken and an appropriate time limit depending on severity.
5. Support senior officers in the supervision of works considered contraventions, including maintaining up to date records and site supervision to support and educate the contractor/builder/homeowner.
6. Organise workload, prioritising tasks as necessary to ensure the needs of the service are met.

7. Be proficient in the use of IT systems to ensure appropriate records and files are updated and maintained.
8. 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.
9. 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.
10. Participate in the After Hours Dangerous Structure Rota.
11. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

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| <b>External</b><br>West Midlands Fire Service<br>West Midlands Police<br>Housing Associations<br>Local Authority Building Control (LABC) Network | <b>Internal</b><br>Revenue and Benefits<br>Housing and Property Licensing<br>Legal Services |
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## 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:**

## Person specification

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| <b>Job Evaluation Code</b>  |  |
| <b>Knowledge</b>  |  |
| <ul style="list-style-type: none"> <li>Detailed knowledge and understanding of The Building Act, The Building Regulations and supporting guidance.</li> </ul>                           |  |
| <ul style="list-style-type: none"> <li>Knowledge of investigative techniques and the law of evidence.</li> </ul>  |  |
| Knowledge of customer care.   |  |
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| <b>Skills and Abilities</b>   |  |
| <ul style="list-style-type: none"> <li>Able to communicate effectively with others at all levels effectively both in written and spoken language.</li> </ul>                            |  |
| <ul style="list-style-type: none"> <li>Influencing, persuading and negotiating soft skills and the ability to deal effectively with conflict.</li> </ul>                                |  |
| <ul style="list-style-type: none"> <li>Participate effectively in meetings, including presenting and discussing issues in a balanced, evidence based and professional manner</li> </ul> |  |
| <ul style="list-style-type: none"> <li>Able to effectively manage a demanding workload and deal with conflicting priorities.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>Good listening skills and the ability to share information to customers clearly and sensitively.</li> </ul>                                      |  |
| <ul style="list-style-type: none"> <li>Ability to effectively manage disputes including conflict avoidance, management, and dispute resolution procedures.</li> </ul>                   |  |
| <ul style="list-style-type: none"> <li>Be confident and flexible in dealing with new and changing situations.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>Investigative and research skills.</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>Ability to interpret and implement legislation.</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>       |  |
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| <b>Experience</b>   |  |
| <ul style="list-style-type: none"> <li>Experience of enforcing legislation at different levels ranging from informal resolution to prosecution.</li> </ul>                              |  |

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| <ul style="list-style-type: none"> <li>• Experience of interviewing alleged offenders in accordance with codes of practice of the Police and Criminal Evidence Act.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Experience of partnership working to achieve joint outcomes.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Experience of using computer databases, and Microsoft packages such as Word, excel, outlook and teams.</li> </ul>   |
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| <b>Qualifications</b>  |
| <ul style="list-style-type: none"> <li>• BTEC/ONC/HNC or LABC Pathway qualification in Building Control/Construction or equivalent or relevant work experience.</li> </ul>   |
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| <b>Special Requirements</b>  |
| <ul style="list-style-type: none"> <li>• May 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>• The post holder will be required to stand and walk for long periods, may be required to use step ladders, lift heavy items and to verbally interview offenders and to examine evidence.</li> </ul> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p> |

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| <b>Date Created</b> |  | <b>Date Reviewed</b> | March 2023 |
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