



## Job description

Role	Principal Building Control Surveyor
Grade	E if studying for LABC Level 6 Competency D if LABC Level 6 Competency held
Package	Grade E – up to £66k Grade D – up to £72k
Accountabilities	Director of Construction IBC Head of Building Control Ipswich and East Suffolk Building Control Partnership Manager

### Purpose

To provide the full range of building control services with a focus on specialist Building Control Regulation applications for complex buildings, ensuring compliance with regulations for the health and safety of persons in and around buildings.

It is anticipated that the post holder will be seconded to Ipswich Borough Council into the role of Principal Building Control Surveyor and fulfil the following duties:

### Main duties

1. To manage complex Building Control projects within the Ipswich and East Suffolk Building Control partnership ensuring compliance with Building Control and allied legislation.
2. All Building Control functions including (but not limited to)
  - Examination of applications for compliance with Building Regulations and associated legislation.
  - Liaising with architects, builders and other professional bodies to negotiate and ensure compliance of proposals.
  - Formal consultation with local Fire, Police and Water Authorities.
  - Monitoring work to ensure compliance with relevant Legislation.
  - Establishing validity of Initial Notices from Approved Inspectors.
  - Issuing certificates of compliance or regularisation following satisfactory completion of work.
  - Maintaining comprehensive accurate records
3. Maintain professional development and knowledge to efficiently administer changing and increasingly complex regulatory control of building work and operations. To promote learning and awareness of changes and amendment to legislation to our clients and daily contacts in the industry. Ensure level of professional competency is to LABC 'Specialist Surveyor' level to enable the post holder to undertake the duties of the post.
4. To inspect, report and act as required on dangerous buildings and demolitions sites (during and out of normal work hours) where necessary instigating emergency measures to minimise any potential hazard and in the event of legal action, prepare statements and be prepared to attend court as a witness.



5. To help achieve the tasks and improvements contained in the Building Control Operational Plan and carry out duties in such a way as to maintain accreditation to ISO:9001: 2018 Quality Management System or any subsequent updated version.
6. To supervise and assist with the development and training of staff. This will include development of suitable training plans for new and existing employees to ensure that they have the appropriate level of qualifications, skills and competencies.
7. To support and assist the Head of Building Control in all aspects of the service area and to deputise as required.
8. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

### **Essential criteria**

1. Full professional membership of either RICS, CABE, or MCIOB in a Building Control dedicated discipline.
2. Qualified to LABC level 6 competency standard – (or working towards qualification and subsequent achievement of appropriate certification).
3. Experience in complex building control projects including commercial, retail, industrial and multi-use developments.
4. Ability to communicate effectively with Senior Managers and Councillors
5. An ability to analyse proposals logically and analytically and to make decisions on them
6. Ability to work independently with minimum supervision
7. Ability to prioritise workload and demonstrate time management skills
8. Ability to work well as part of a team and promote a team approach
9. The ability to communicate effectively both in writing and orally, with the ability to listen to and influence others
10. Computer literate
11. Ability to identify areas for service development and improvement
12. The ability to assist, train and motivate staff (leadership)

### **Desirable criteria**

1. Recognised Construction or Surveying Degree.
2. Recognised Management qualification.
3. Experience of working in local government.
4. A working knowledge of building control software modules and Document Management Systems
5. Experience in the role of staff development / mentoring
6. Experience of Building Regulation application to High Rise buildings

### **Note**

Postholders are expected to be able to physically inspect premises which may involve scaffolding and restricted access areas.



This job description is a guide to the requirements of the role and may be varied at any time without changing the substantive nature of the role