**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Building Control Officer | |
| **Directorate:** Economy, Skills and Neighbourhoods | **Division/Section:** Public Protection – Building Control |
| **Grade:** Grade 6 **JE4843** | |

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| **Job Purpose:**  To carry out the Building Control function ensuring that work on site and on submitted plans satisfy the Building Regulations and associated legislation. |

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| **Key Tasks:**   1. To examine applications and plans and undertake inspections of building work to ensure compliance with the Building Regulations and other associated legislation. 2. To provide professional and technical advice to customers on pre-application submissions. 3. To support the LABC Partnership scheme by advising Partners on appropriate solutions for specific projects. 4. To liaise as necessary with other groups of the Division, other divisions of the Directorate, other directorates of the Council and external bodies and agencies on Building Control and other related issues. 5. To investigate reports of dangerous structures as directed during normal working hours and take appropriate action to render safe any structures found to be dangerous. 6. To take enforcement action for breaches of the Building Regulations and other associated legislation including - conducting interviews in accordance with the provisions of the Police and Criminal Evidence Act; the preparation and submission of evidence; and attending court to present evidence. 7. To assist in the training and development of Trainee Building Control Officers 8. To research product data for compliance with the building regulations 9. To contribute to achieving the Building Control service’s objectives and targets as set out in the Service Improvement Plan, including performance Indicators. 10. To assist in ensuring that the Building Control service’s manual and computerised records are effectively maintained and to be competent in the use of the computer software used within the Group. 11. To represent the interests of the Building Control service and the Economy, Skills and Neighbourhoods Directorate at internal and external meetings as required. 12. To assist with applications relative to major projects for compliance with the Building Regulations, including those involving the application of extended regulatory guidance related to fire-engineered solutions, Building Bulletins, Fire Code documents, etc. from receipt to determination without supervision. 13. To assist in servicing Partnered companies / organisations in the processing of their non-domestic applications. 14. To investigate reports of any dangerous structures both during normal working hours and outside normal working hours, and take appropriate action to render safe any structures found to be in a dangerous condition. 15. To carry out fire safety inspections and audits of existing Council buildings to ensure that minimum standards of fire safety are achieved, including the setting of safe occupancy levels. 16. To assist with inspections and audits of existing Council buildings and recommend improvements to the physical environment in and around the premises, to assist the Council in meeting its obligations under the Equality Act. 17. To undertake and assist with such other duties as may be assigned from time to time by the Building Control Manager, including the performance of duties outside normal working hours. |

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| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To be familiar with customer care and health and safety polices of the Council/ Directorate. 3. To participate in self-improvement in performance through workplace development. 4. Undertake any additional duties commensurate with the grade of the post. |

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| **Contacts:**  Members of the public, professional agents, developers and other Council services including highways, planning and housing. Police, and Fire service. National accreditation bodies |

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| **Relationship To Other Posts In The Directorate:**  **Responsible to:** Building Control Manager  **Responsible for:** Assistant Building Control Officers, and trainee |

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| **Special Conditions:**  Out of Hours working on a rota basis in relation to Dangerous Structures |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 02/06/17 | Mark Smith | Building Control Manager |
| **Reviewed** | 11/07/19 | Mark Smith | Building Control Manager |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Building Control Officer

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** | |
| **Essential** | **Desirable** |
| **Education & Qualifications** | Degree or equivalent in a Construction related discipline  Working towards full  membership of RICS / ABE / CIOB or equivalent  An up to date portfolio of CPD evidence | Full membership of RICS / ABE / CIOB or equivalent | Application Form and Interview | Application Form and Interview |
| **Experience** | Experience working within a building control service dealing with a wide range of building control applications  Experience of applying the legislation to complex projects submitted under the LABC Partnership Scheme |  | Application Form and Interview | Application Form and Interview |
| **Skills & Abilities** | Ability to interpret plans and advise applicants on regulatory issues  Ability to conduct pre-application meetings  Ability to offer reasoned advice and recommend appropriate solutions to concerns with plans and during the construction site inspection process  Ability to write clear concise reports and correspondence  Ability to utilise time effectively, prioritise workloads and achieve performance targets  Ability to communicate effectively in person, to negotiate and mediate with professionals, clients and the public.  Ability to attend relevant meetings and represent the service  Ability to understand the need for and be committed to equalities and diversity and customer care |  | Application Form and Interview | Application Form and Interview |
| **Knowledge** | Knowledge and understanding of Building Control legislation and associated approved guidance documents  Knowledge and understanding of the application of legislation and procedure relating to dangerous buildings |  | Application Form and Interview | Application Form and Interview |
| **Work Circumstances** | Hold a current driving licence and to have a vehicle available for use at all times  Be willing and able to work outside standard office hours  Be physically capable of climbing scaffolds and ladders  Willingness to take on  additional learning and further development |  | Application Form and Interview | Application Form and Interview |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**