

# Job Specification

**Job title:** Building Control Surveyor  
**Service:** Planning Development Management  
**Grade:** G8  
**Reporting to:** Team Leader Building Control

## Your job

The Development Management and Building Control service plays a key role in the delivery of growth across Wigan, facilitating delivery of the aspirations and objectives set out in the adopted Local Plan Core Strategy, through providing employment and housing land, protecting the Borough's built and environmental assets to promote Wigan as a key location for future growth.

This exciting role is part of the Growth and Housing service and is at the heart of this agenda. You will be part of the Building Control team working to the Service Manager as part of a wider Development Management and Building Control service. You will be supported by a Business Support Team.

Your role will be to provide an efficient and effective building control service in support of this agenda, maintaining a caseload of high profile projects including some of the most exciting developments in the North West. You will also have the opportunity to play an important role in marketing the service and securing work.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

Within the first 12 – 18 months you will:

- Establish yourself and hold the relationship between the council, developer and applicant, representing the council on projects whose value can run into several millions of pounds, whilst influencing landowners and developers who are active on a national footprint to secure high quality outcomes.
- Working with the Building Control and Planning Development Management Team Leaders, identify the range of schemes that will require Building Control expertise and lead on promoting and securing the appointment of Wigan Council Building Control to provide building control services in relation to these projects.
- Lead on reviewing deposited plans, ranging from domestic through commercial to specialist community facilities having regard to fire risk, ensuring compliance with the Building Regulations and other relevant legislation and standards
- Lead on decision making decisions on various types of building regulation applications (or in highly complex cases assist the Team Leader and Senior Surveyors in doing so), within statutory timescales to prevent the default position of approval
- Undertake, or in highly complex cases assist, the Team Leader and Senior Surveyors in undertaking,

the inspection of all building types within the Borough to ensure compliance with the Building Regulations and other legislation

- Lead on, or in highly complex cases assist the Team Leader and Senior Surveyors in, responding to reports of dangerous structures, including properties with a deteriorating structural risk and liaise with any necessary emergency services instructing on urgent remedial work, including participating in the Out of Hours emergency call out rota
- Ensure appropriate correspondence is issued to owners of dangerous structures, proceeding to Court prosecution and where compatible with the seniority of the role, providing an expert witness role
- Take responsibility for dealing with statutory obligations under the legislation for demolition of private structures within the Borough.
- Provide advice and other assistance to the public including attending preliminary design stage meetings, including pre- application meetings.
- Respond promptly to enquiries including enquiries from Elected Members
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

### In this job you will need

You must be able to demonstrate the following essential requirements:

- Relevant professional qualification and a full member of CABE/RICA or other relevant body (IStructE/CIOB etc.) or evidence of working towards this.
- Extensive knowledge, experience and understanding of building control processes and its role and opportunities within Wigan Borough.
- Experience in dealing with a range of Building Regulation Applications, undertaking the inspection of a range of buildings, deal with a range of dangerous structures and the demolition of private structures.
- Good knowledge of Building Control guidance and procedures and able to exercise judgment on site in carrying out inspections.
- An understanding of the Local Government environment in which the post operates.
- Excellent communication and interpersonal skills and the ability to interact appropriately with a range of audiences from developers, agents and members of the public inside and outside of the council, in written, spoken, graphic and multi-media forms. This will include appearing as an expert witness.
- Excellent organisational skills and the ability to produce accurate and timely written correspondence/reports.
- Able to work well in partnership and collaboratively with other disciplines both within and outside of the council, and with a range of other stakeholders
- Able to work well with minimum supervision, normally alone on site, having the ability to deliver difficult messages to builders, developers and homeowners
- Able to think creatively for solutions to complex problems and to make decisions
- Able to think strategically to connect different problems and opportunities
- Hold a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner

### Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you



The graphic features the 'Staff Deal' title in large, stylized letters with a handshake icon between the words. To the right is the 'Wigan Council' logo with a heart symbol. Below the title are two columns: 'Our part' (blue border) and 'Your part' (green border). Each column contains a list of commitments. The 'Our part' column is signed by Donna Hall, Chief Executive. The 'Your part' column has a dotted line for a signature. At the bottom are social media icons for Facebook, YouTube, Twitter, and LinkedIn, along with their respective handles and the website URL.

### Staff Deal

**Wigan Council**

#### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Signed   
Donna Hall CBE, Chief Executive

#### Your part

- Listen, be open, honest and friendly
- Be efficient , flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough

Signed .....

 WiganCouncilOnline  wigan council  @wigan council  wigan.gov.uk