

# Job specification

<b>Job title:</b>	Principal Building Control Surveyor
<b>Service:</b>	Development Management & Building Control
<b>Grade:</b>	G11
<b>Reporting to:</b>	Building Control Team Leader

## Your job

Wigan has ambitious plans for growth. Capitalising on our strategic location and our built and environmental assets, by 2037 we intend to see 21,000 new houses built, high quality jobs created through new commercial development, and our town centres reinvigorated.

This exciting role sits within the Growth and Housing division established for this purpose and is at the heart of this agenda. You will work to the Building Control Team Leader as part of a wider Development Management and Building Control service. You will be supported by a Business Support Team.

You will maintain a small caseload of the most complex and high-profile projects, representing some of the most exciting developments in the North West. You will hold the relationship between the Council and the developer and will represent the Council on projects whose value can run into several millions of pounds, applying the Building Regulations positively to secure quality development that will serve the needs of future generations.

You will also play a prominent role in the promotion and marketing of the service and the growth of its market share, bringing innovation and best practice as well as the skills to build relationships with clients and secure repeat business.

As a senior professional within the Building Control team you will have some supervisory responsibility for the work of other surveyors, supporting the Team Leader in ensuring that decisions are robust, and that staff have the opportunity to develop their own skills.

You will also have the opportunity to represent the Service and the Department corporately on a range of projects.

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:

- Make a significant contribution to the marketing of the Building Control service, working with the Team Leader and the Service Manager to agree a business development strategy and targets, and directly undertaking marketing activity;
- Support the Team Leader in the development of other operational policies and process documents to enable the service to gain ISO accreditation
- Deputise for the Building Control Team Leader on occasion

- Provide supervision and senior technical input to the work of surveyors in the Building Control team
- With minimal supervision and within the statutory timescales, check 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
- Undertake the inspection of all building types within the Borough to ensure compliance with approved designs and with the Building Regulations
- Deal with dangerous structures, including properties with a deteriorating structural risk, liaising with property owners and with any necessary emergency services instructing on urgent remedial work, including participating in the Out of Hours emergency call out rota
- Progress cases relating to dangerous structures and breaches of the Building Regulations through the legal process as necessary, proceeding to Court prosecution and providing an expert witness role as required
- 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:

- You will have a degree in Building Surveying or a related professional discipline, and be a full professional member of CABE or RICS, or other relevant professional body (IStructE, CIOB, etc.)
- Able to apply a good knowledge 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.
- Detailed knowledge of Building Control guidance and procedures and able to exercise judgment on site in carrying out inspections
- A commercial mindset, able to support the marketing of the Building Control service in order to grow its market share, provide accurate and competitive quotations and deliver a service having regard to cost
- 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
- 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
- Possess a full UK Driving License and have the ability to travel to meet the requirements of the role

## 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

### 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

### 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