

BUILDING CONTROL SURVEYOR R Class 2 Building Inspector (Lower Band)

Directorate: Strategic Planning and Infrastructure

Permanent role, based in Kingston with options for hybrid working

Grade J (39 to 44)



Role purpose

The Council is focused on delivering the best possible outcomes for its communities. To do this the Council needs employees who thrive in an agile and networked organisation and who can support continuous improvement within a constructive organisational culture.

The role reports directly to the Head of Building Control, and is responsible for supporting the operational delivery, outcomes and development of the Building Control function by implementing and enforcing the Building Regulations and associated legislation within the borough.

The Building Control Surveyor will act as a professional specialist at providing definitive professional advice for the Council, creating and applying best practice and delivering successful outcomes.

Key activities

Performance

- To be an expert practitioner with extensive experience in Building Control services activity. Provide learning opportunities for more junior surveyors including assistance with judgement on points of dispute that could have long term consequences. Where appropriate, suggest changes in technical policy to the Head of Building Control on issues that can have a profound effect on applicants.
- Check plans and carry out inspections on site on all types of applications, including complex ones. Appropriate supervision will be provided where projects fall outside scope of your competence level.
- Responsible for ensuring compliance with the Building Regulations for a range of varying types of building work, and for keeping up with and abreast of trends, new legislation and professional and/or technical developments across the range of all building types and techniques, including more complex structures.
- Works with manager and colleagues to define outcomes, set targets and monitor performance, within a culture of continual improvement
- Supports operational plans to ensure that the resources within the teams are used to best effect and impact
- Effectively plan, manage and deliver individual workload requirements in line with service performance standards
- Assist with the development of market share as well as providing solutions to increase and generate additional income.
- Protect people's safety, health and welfare in and around the built environment.
- Take emergency action in connection with dangerous structures reported to the Council under the provisions of the London Building Acts (Amendment Act) 1939, including appointment of external contractors which can be outside normal hours. Where there is a requirement by the SSA to fulfil statutory obligations, there will be a requirement to work outside "normal working hours".

- Hold and maintain a licence with the Building Safety Regulator in line with the requirements of a Registered Building Inspector.

Customers and Partners

- Builds strong internal and external working partnerships to enable the service to be delivered in an outcome-focused and efficient way
- Supports Kingston's commitment to community cohesion and valuing diversity and social inclusion

Digital/New Ways of Working

- Uses new technologies, particularly Google, to adopt modern, agile working practices, improve customer service and eliminating paper-based processes wherever possible.

Delivery

- Take responsibility for driving out unnecessary waste through continuous process improvement. Embracing and implementing change and reviewing existing products, services and markets.
- Provide mentorship, guidance and career development direction to less experienced colleagues, encouraging career focus through personal development, outstanding performance and good attitude.
- Assess delegated Full Plans, Building Notice and Regularisation submissions promptly and within the agreed performance and statutory time periods delivering appropriate determinations.
- Undertake all necessary site inspection requests and maintain detailed site records.
- Undertake a range of additional responsibilities on behalf of the Building Control service including dangerous structures cover including out of hours, demolition notices, accessibility and fire prevention services.
- To prepare reports, correspondence and notices on Building Control matters to support the active promotion and marketing of the service.
- Liaise with colleagues in Development Management services.

Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of team working and service delivery

The person

In order to successfully deliver the responsibilities of the role, you will need to:

- Question and challenge ways of working, with an understanding of the bigger picture in terms of the corporate context and external environment
- Demonstrate agility and adaptability in mindset and ways of working
- Work successfully with key stakeholders within and outside of the Council
- Demonstrate commitment to own personal and professional development to meet the changing demands of the role
- Demonstrate innovation and creativity
- Actively engage in positive cross organisational communications and team working
- Communicate clearly, confidently and appropriately with colleagues using the best methods of communication for the task.

Qualifications

- Working towards, or educated to degree level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level.

- Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.
- Demonstrate competence gained in plan examination and site inspections and be working at a minimum Level 4A of the LABC Detailed Competency Matrix.
- Dedicated to obtaining the training and qualifications required to obtain a Building Safety Regulator (BSR) licence in line with the requirements of the Building Safety Act 2022.

Knowledge

- Demonstrate good knowledge of the construction industry, methods, techniques and materials.
- A good working knowledge of legislation, regulations and professional codes of practice relevant to the service area, including associated Building Control functions offered by a Local Authority.
- Demonstrate an understanding of local government services and procedures.
- Have a good understanding of professional boundaries and how they impact on service delivery within the setting of local government.
- Have an understanding of financial constraints and how they impact service delivery.

Experience

- Experience in Building Control and possessing the ability to effectively manage a range of projects from domestic and dwelling houses up to 5 storeys through to low rise residential projects and low risk commercial schemes (under supervision), examining plans and carrying out site inspections, initiating and dealing with enforcement action.
- Experience of providing high standards of customer service across a range of diverse activities
- The post holder must be able to demonstrate, using the competency framework, the ability to carry out the duties and tasks commensurate with competency Level 4A or above.

Skills and Competence

- Excellent written, oral and communication skills with the ability to maintain accurate records.
- Technically excellent individual who demonstrates logical methods of working, shows attention to detail and provides clear professional advice.
- Ability to thoroughly examine architects' plans, undertake site inspections and compile reports and keep written records to justify decisions made in relation to the practical application of the building regulations, within the context of any future liabilities imposed upon all Inspectors by the Building Safety Act.
- A range of good ICT skills including efficient keyboard use to produce own correspondence, email management, data input and use of relevant office programmes and software.
- Excellent interpersonal / people skills, self-motivated and a productive team player, able to coordinate work activities to maximise service delivery
- Ability to think & act with a pragmatic and creative approach to problem solving complex issues, breaking these down into manageable parts and think through the implications of decisions. Able to work flexibly & adapt to changing priorities.
- Ability to work on your own initiative with minimal supervision.
- Able to set challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery
- Excellent organisational and time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence

Character, Behaviour and Ethics

- Energetic and driven individual that demonstrates a solid work ethic.
- Ability to work independently as well as part of a team.
- Ability to maintain good working relationships with stakeholders at all levels, representing the Partnership in an effective and professional manner.
- Confident and self-motivated with an aptitude to think laterally.
- Confidence to challenge how things are done and offer solutions or alternatives in a constructive and personable way.
- Commitment to the organisation's aims and values for equal opportunities
- Understands the contribution the role makes to the service and organisation, thinks outside own area to appreciate the aims of other services
- Carry out all functions in a responsible, respectful and collaborative manner.

Availability, Locality and Mobility

- Full driving licence and own vehicle suitable for use at work and/or access to a mode of transport which allows the post-holder to carry out the duties of the role
- Ability to work in various locations which will require the post holder to work on sites across rough terrain, climbing ladders and entering trenches
- Flexibility

Our Values

Becoming an enabling council is a key principle that runs through our organisational development and is embedded in everything we do. Underpinning these priorities are the following values:

- **Supportive** of trying new ideas, with the courage to change direction.
- **Transparent** and connected in all that we think, say and do.
- **Appreciative** of each other, recognising and celebrating success.
- **Respectful** of difference and valuing diversity.