

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Building Control Surveyor
Service:	Commercial Services
Team:	Building Control
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Building Control Team Leader
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> • To protect the health, safety, welfare and convenience of people in and around buildings within Waverley using the Building Act and the Building Regulations. • To support the Building Control Team in marketing, promoting and developing the Waverley Building Control service. 	

MAIN DUTIES AND ACCOUNTABILITIES

- To examine and check plans for compliance with the Building Regulations.
- To examine and assess work on site for compliance with the Building Regulations ensuring a robust audit trail to completion.
- To manage dangerous structures and demolitions; following Building Control protocol and taking action as appropriate, including out of hours as required.
- To make recommendations and advise householders/builders/architects etc. on the correct course of action required under the Building Regulations for the situation in hand to achieve compliance
- To maintain an accurate and thorough knowledge of appropriate technical standards, legislation, codes of practice and UK standards.
- To liaise with the Fire Authority on matters concerning means of escape and fire precautions generally, under all current Building Regulations
- To liaise with the Environment Agency and Water Authorities on matters concerning drainage, under all current Building Regulations
- To be accountable for maintaining accurate, legible records of site visits and ensuring any follow-up actions are completed in a timely manner.
- To deal with technical queries as appropriate and escalate where necessary.
- To check fees on new applications and produce quotations for work dependent on ability and scope of project.
- To ensure work is correctly charged for throughout the life of the project; calculating any revisions and liaising with the client/admin to ensure correct payment is made.
- To identify contraventions and take legal action where required
- To achieve Waverley Building Control performance indicators as advised by the Building Control Manager.
- To proactively deal with general correspondence
- To carry out any other related duties as may be directed from time to time by the management team.

Business Development

- To promote and market the Waverley Building Control Service and to increase our market share
- To liaise and build successful relationships with all customers: architects, developers/contractors, engineers, surveyors, applicants and potential applicants

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window.

- **Health and Safety**

Comply with all Health and Safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

DIMENSIONS OF THE ROLE

- The Team consists of a Business Manager, 2 Surveyor Team Leaders, 4 Surveyors, Trainee Surveyor, Business Support Team Leader, 2 Address Officers and 2 Administrators.
- As team: processing over 1000 applications p.a
- Income of approximately £600,000 p.a.
- Approximately 7000 site inspections p.a. / plan checks p.a.
- The role is flexible with office and home working, incorporating site inspection (patch based, responsible for your own area within the borough) and visits to other locations for training / CPD events /networking and business development.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- Accountable for assessing plans checks and works on site ensuring your assessments and notes provide a robust audit trail to demonstrate compliance with Building Regulations.
- Accountable for assessing building structures to make safe and/or issuing enforcement action.
- Determination of fees and quotes.
- Accountable for checking that charges are correct and that work in progress aligns appropriately.
- Positively portray Waverley Building Control to attract new customers and retain existing.
- Promote pre-application advice and provide excellent, solution driven customer service to all our customers.
- Attend client and design team meetings when required.
- Willingness to undertake further training to develop and deliver other specialist services and support the team function.
- Customer Relationship Management to develop and increase income – introducing and developing new clients and expanding the team’s workload.
- Liaise regularly with existing clients to maintain relationships and identify new business opportunities.

PLANNING/ORGANISING/CONTROLLING

- Able to manage own workload and time effectively and efficiently.
 - Be an effective, participative team member working with colleagues to balance workload and deliver excellent customer service.
- Take ownership of self-development to achieve chartered status (if not already obtained) in MRICS, MBEng, MCABE or MCIQB qualification and ensure maintenance of your professional competency

CUSTOMERS AND CONTACTS

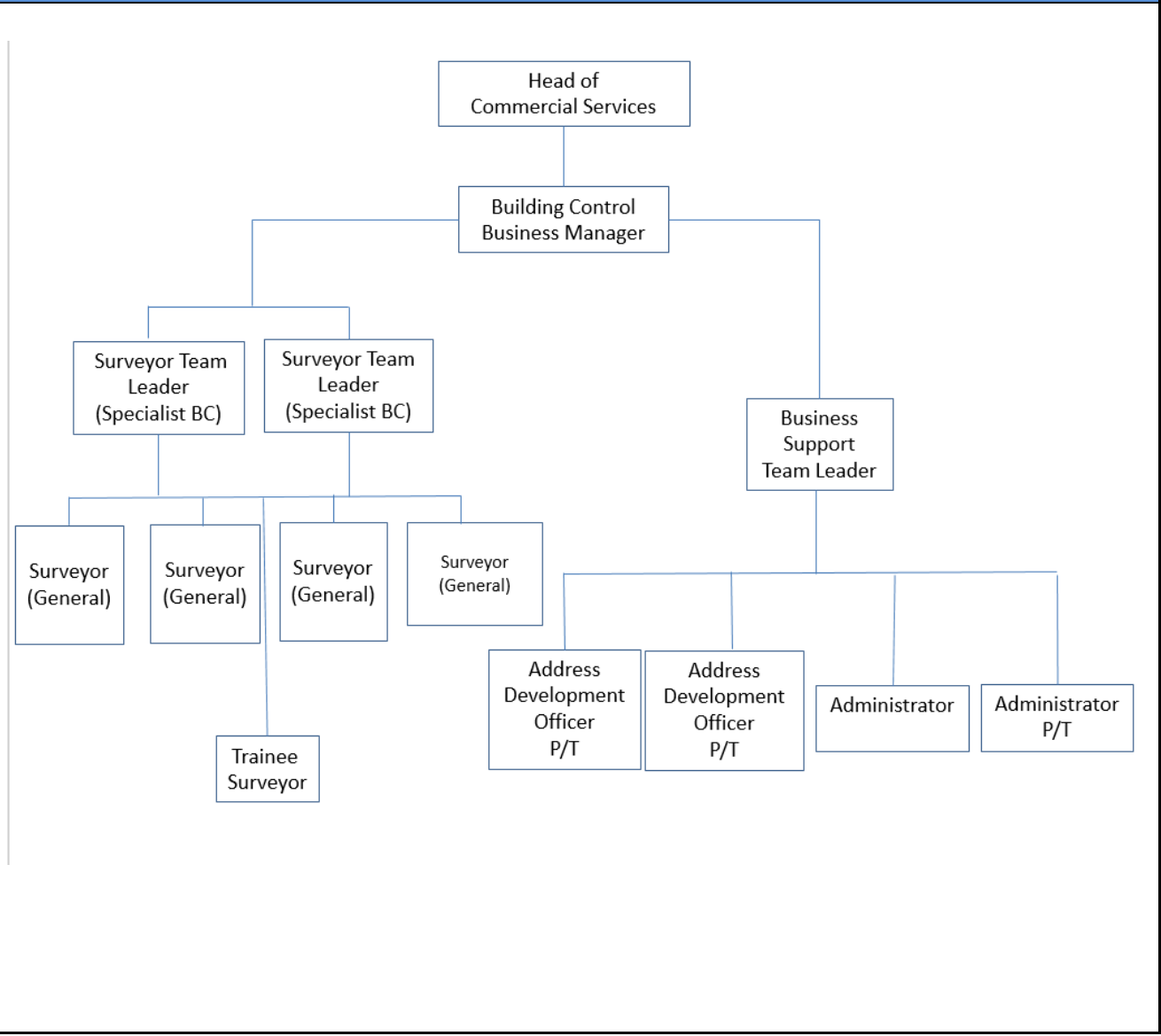
EXTERNAL

- Waverley residents
- Architects, Builders, Partners working with Waverley Building Control
- LABC (Local Authority Building Control)
- Surrey Partners, Fire, Highways, Water Authorities etc.

INTERNAL

Waverley colleagues (including Planning, Environmental Health, Housing, Development etc.)

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Qualification in Building Surveying / Construction and/or have relevant experience or attendance on a work based building control programme and/or extensive experience in a building control surveyor role.	A/C	Chartered status Qualification in Building Surveying / Construction	A/C
	Up to date awareness of changes and trends within the construction industry.	I		
	Extensive experience of working with contractors / architects / builders / tradespeople / developers.	I		
KNOWLEDGE /TECHNICAL SKILLS	Up to date technical knowledge and understanding of a Building Control Service - Regulations, Approved Documents, technical requirements and current practices.	I/E	Has specialist skills or experience, for example can undertake additional activities aligned with building control i.e. Warranties, EPCs, SAP, Party Wall advice.	I
	Able to interpret and implement the requirements and translate them to our customers.	I	Has experience in a variety of sectors including building control matters	I

	Up to date awareness of new construction related products, materials and building techniques.	I	Awareness of Safeguarding	I
	Knowledge of Construction Health and Safety.	I		
	Able to use IT systems proficiently including Microsoft Office packages.	I		
	Ability to collate evidence, review information against appropriate guidance, keep clear and concise records and produce accurate correspondence reports and records.	I		
COMMUNICATION	Able to effectively deliver difficult messages and explain complex information in a positive and clear way so that people can understand.	I		
	Effectively communicate in writing, on the telephone and in person with colleagues, site personnel and existing and potential customers.	I		
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	A		
CUSTOMER SERVICE	Understanding of and ability to provide excellent Customer Service across all	I		

	existing and potential customers.			
	Able to network and build strong working relationships with clients, customers and colleagues.	I		
	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
TEAM WORKING	Able to work effectively within the team environment to deliver a seamless, responsive and efficient service.	I		
	Able to take ownership and have accountability of own work yet able to support the service delivery of the whole team.	I		
MANAGING SELF AND OTHERS	Effective time management skills, managing own workload and being flexible to the clients' needs.	I	Account Management skills – building new business relationships, managing client relationships (providing excellent service and support), being target driven and promoting our service whilst balancing the requirements for building control.	I
	Ability to use initiative and work without direct supervision.	I		
	Able to understand our clients' needs and the sectors in which they operate. Being proactive to maintain and increase workload	I		
	Able to multitask balancing day-to-day work activities, taking ownership of own training and development whilst ensuring team performance is maintained.	I		

CAN DO APPROACH / ACHIEVING RESULTS	Ability to work to deadlines.	I		
	Solution Driven – positively working with the client to achieve compliance in an effective and efficient manner.	I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	Full and valid driving licence and use of a car during working hours	A		
	Able to work at height and in confined spaces.	I		
	For business continuity purposes, you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A		

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise
- I = Interview
- M = Medical assessment

For Official Use only			
Job title:	Building Control Surveyor	Post no:	
Service:	Commercial Services	JE score:	393
Team:	Building Control	Pay band:	PLN5
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full/Part Time
Competencies: (level 1 – 4)	Communication:	4	
	Customer Service:	4	
	Team Working:	4	
	Managing Self and Others:	4	
	Can do approach/Results	4	
REVIEWED BY:	Business Manager - Building Control	DATE:	June 2022
CHECKED IN:	Human Resources	DATE:	Aug 2019
LAST UPDATED:	June 2022	DATE:	