



SECTION 1: JOB DESCRIPTION

JOB TITLE : Senior Building Control Surveyor
SERVICE AREA : Building Consultancy
DIVISION :
GRADE : GR5 **NO OF POSTS :** 22 (twenty-two)
ID REF : **DATE :** January 2017

1. PURPOSE OF JOB:

- 1.1 Provide technical expertise and decisions to enable Birmingham City Council to implement and enforce the Building Regulations, parts of the Building Act and any other allied legislation as defined within the agreement between BCC and Building Consultancy.
- 1.2 To provide a comprehensive building control service to clients, developers and the building industry and manage and take responsibility for the delivery of the services under the Approved Inspectors Regulations.
- 1.3 To liaise with colleagues in BCC in connection with shared interests in development.
- 1.4 To support the Principal Client Consultant, Operations Manager to contribute knowledge and experience into a market led/customer focused business plans aimed at growing the reputational value, customer base and profitable income of Acivico.
- 1.5 To work flexibly on any team within Building Consultancy according to workload requirements of the service.
- 1.6 To work flexibly and exhibit and endorse the vision and values and behavioural traits of the organisation.

2. KEY RESPONSIBILITIES:

- 2.1 **Customer Retention and Market/Opportunity Development:** Including Acivico Market Profile and New Service Solution/Product Development.

Duties and responsibilities may include any of those detailed below and may be varied according to the needs of the designated service area(s). They may also include other duties that are commensurate with the grade and nature of the post. There is an expectation that the post holder will develop in line with key 'strengths' to ensure flexible and integrated working across the organisation.

1. Implementation of Building Regulations and allied legislation in order to advise and consult with clients, architects, agents, contractors, builders, general public, other external organisations and services areas on behalf of BCC. Take responsibility and manage the delivery of services under the Approved Inspectors regulations.
2. To provide a quick, technically excellent service that provides value for money.
3. Dealing with on-site work to ensure compliance with Building Regulations and associated legislation in connection with full plans route and building notice applications, including the examination of deposited plans for conformity with Building Regulations and other mandatory requirement.
4. In conjunction with BCC, the administration and enforcement of statutory building control legislation in connection with proposals to carry out building work.
5. To ensure compliance with building regulations and to act in the consultancy role to provide an effective and efficient service level delivery including the checking, recording and initiating invoicing of inspection fees.



6. Implementation of the Building Act and other legislation that is the responsibility of the Planning & Public Protection Committee or within the BCC contract.
7. To provide a comprehensive building regulation/control advice/consultancy service to BCC, clients, developers and members of the building industry.
8. To deal with situations arising from dangerous structures during a normal working day.
9. To provide a level of service to clients to the standard required by the service area.
10. To actively contribute to and support new business sales and marketing campaigns related to the service and/or wider Acivico.
11. To generate income to achieve or exceed agreed financial performance targets.
12. To build and develop collaborative relationships with colleagues, key customers and stakeholders.
13. To maintain an awareness of external factors, including competitors, construction developments, government business initiatives, current and proposed legislation in relation to commercial activities, which impact the business. Communicating such information and any subsequent changes to the team.
14. To contribute to and support the development and implementation of improved professional services including service improvement, customer satisfaction, public relations, marketing, performance management and other emerging business initiatives.
15. To represent the company externally, e.g., at networking events, conferences and exhibitions to enhance and strengthen the company's profile and optimise all business development opportunities.
16. To demonstrate excellent negotiation and influencing skills to benefit the organisation.
17. To provide a contract administration service.
18. Responsibility for line management and/or a portfolio of clients/work streams/projects.
19. Responsibility for retaining existing clients, securing new clients and new income streams.

2.2 **Operational Performance:**

1. To work as part of a high performing team geared to providing exceptional customer service and demonstrating commercial acumen in line with Acivico's vision, values and overall business strategy.
2. To focus on striving for excellence by driving out unnecessary waste through continuous process improvement.
3. To contribute to ensuring that all commercial activities meet or improve on budget, cost and efficiency targets/KPI's in line with business objectives.
4. Ensure good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
5. To ensure compliance with all statutory requirements, e.g., Health & Safety, etc., and the implementation of a positive Health & Safety culture that has ownership at all levels.
6. To comply with the full range of HR procedures in accordance with Acivico's policies.
7. Observance of Acivico's Equal Opportunities policy.
8. Any other duties as commensurate with the post.

2.3 **Finance and Commercial (Contracts) Performance:**

1. To contribute to the profitability, efficiency, continuous development and compliance of any client contracts/agreements within the service area.
2. Ensure the compliance of Business Support's systems with the Data Protection Act and Freedom of Information Act; record management; filing and muniments systems.



3. Comply with Acivico's agreed Quality Management System (QMS) in accordance with the ISO9001 Quality Accreditation, ISO14001 Accreditation or an equivalent standard. Standing Orders, Financial Regulations, Data Protection Act, Freedom of Information Act and relevant policy/legislation.

3. SUPERVISION REQUIRED:

Supervising Officer : Principal Client Consultant, Operations Manager

***Level of Supervision :** 3

*Level of Supervision:

1. Regularly supervised with work checked by supervisor
2. Left to work within established guidelines subject to scrutiny by supervisor
3. Plan own work to ensure the meeting of defined objectives

4. SPECIAL CONDITIONS:

1. The post holder will be a member of a rota that provides a 24/hour emergency call out service city-wide.
2. A driving licence and car are required to be able to carry out the duties specified; the post holder will be required to provide a car for which an allowance will be paid.



SECTION 2: PERSON SPECIFICATION

Method of Assessment: AF = Application Form; I= Interview; T = Test/Exercise; P = Presentation

	Essential	MoA
1.	Experience : Demonstrable and significant experience as a Building Control Surveyor or equivalent dealing with all principal types of buildings.	AF/I
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	Skills & Abilities : 1. Good written and oral skills 2. Knowledge of building construction 3. Awareness of Planning legislation 4. Ability to deal with people at all levels 5. Supervision of building work 6. Strength in time management and personal work planning 7. Knowledge of building regulations and allied legislation administered by Building Consultancy 8. Ability to discuss and give advice on building regulation/allied legislation matters with an empathetic and solutions based approach 9. Administration of construction work to ensure compliance with building regulations/allied legislation 10. Ability to discuss and decide on solutions related to design principles in connection with building regulation/allied legislation and building construction matters which are the responsibility of Building Consultancy	AF/I AF/I AF/I AF/I AF/I AF/I AF/I/T AF/I AF/I AF/I
1.	Training & Development : Evidence of Associate membership within a professional association e.g. RICS, CIOB or CABE and continuous professional development and management training	AF/I
1.	Qualifications : Appropriate degree, BTEC Higher in Building or NVQ Level 5 in Building Control and Management or equivalent	AF/I