



## Help us build a better future

[www.buildingcontrolpartnershipants.gov.uk](http://www.buildingcontrolpartnershipants.gov.uk)

The Building Control Partnership has successfully delivered high quality services on behalf of Gosport and Fareham Borough Council's for over 10 years.

The Partnership offers an interesting and challenging caseload and an opportunity to work within a modern and progressive Building Control environment. Our Partnered company portfolio includes large development companies, Hampshire County Council and companies working for the MOD.

In order to maintain this success and ensure the continuation of our excellent service provision to clients, we have the following opportunity to join our team of professionals.

### **PRINCIPAL BUILDING CONTROL SURVEYOR (ES66)**

Up to £38,422 plus Essential User Car Allowance

This is a key appointment within the partnership and requires a talented and forward thinking surveyor to help progress and develop the Partnership.

Ideally MRICS or CABE qualified with sound Building Control experience and an enthusiastic approach to all the demands of a modern office, you will be responsible for the full range of Building Control duties, together with managing and guiding junior surveyors.

Self-motivation, commitment, knowledge of quality assurance systems, the ability to use new technology and create effective working relationships with clients are key attributes of this post

You will be joining a busy team providing first class services to a broad and expanding range of clients with a focus on plan examination, site inspection, dangerous structures, demolitions and enforcement of the Building Regulations.

Details can be obtained through [www.hampshirejobs.org.uk](http://www.hampshirejobs.org.uk), or, if you prefer, you can request an application form and further information by telephoning 023 92545592 (24 hour answer phone) quoting job reference ES66, via email at [jobvacancy@gosport.gov.uk](mailto:jobvacancy@gosport.gov.uk), by requesting a form in writing to Personnel Services, Town Hall, Gosport, Hampshire, PO12 1EB, or by calling at the Town Hall. Please note that applications must be on the appropriate form – c.v.'s are not accepted.

For an informal discussion about this post please contact John Shaw, Head of Building Services, on 01329 824450 or e-mail: [jshaw@fareham.gov.uk](mailto:jshaw@fareham.gov.uk)

**Closing date: Monday 9<sup>th</sup> June 2014**

**Interview date: Tuesday 17<sup>th</sup> June 2014**

All applicants will be advised after the closing date once shortlisting has been completed.

The Council is committed to a policy of non-discrimination in all aspects of its work.



**GOSPORT**  
Borough Council

**FAREHAM**  
BOROUGH COUNCIL

**BOROUGH OF GOSPORT**  
**LEGAL, DEMOCRATIC & PLANNING SERVICES**  
**BUILDING CONTROL PARTNERSHIP**

**JOB DESCRIPTION**

**POST:** Principal Building Control Surveyor

**POST NUMBER:** ES66

**GRADE:** Grade 8/9 (progression to grade 9 is dependent on level of knowledge/expertise and experience and subject to re-evaluation)

**HOURS OF WORK:** 37 per week, normally Monday to Friday, in accordance with the Councils scheme of flexible working hours.  
  
Occasional requirement to work outside of office hours as the needs of the job dictate.

**LOCATION:** Based at Fareham Civic Offices. Working across the boroughs of Fareham and Gosport for the Building Control Partnership.

**RESPONSIBLE TO:** Area Team Manager

**OVERALL OBJECTIVE:** To deal with all aspects of Building Control within the BCP area including applying the Building Regulations, associated legislation and other public safety legislation.  
  
Day to day operational supervision of District Building Control surveyors and support staff in an area team  
  
To assist in the management of the ISO9001 registered Quality assurance management system and the development of new services  
  
To champion the provision of consistent, high quality services focussed on client requirement.

PRINCIPAL ACTIVITIES	KEY TASKS
<p><b>To ensure compliance with the Building Regulations and other allied legislation through examination of plans and site inspections in accordance with quality targets and system requirements.</b></p>	<ul style="list-style-type: none"> <li>• To check plans deposited under the Building Regulations for compliance and making decisions for all work.</li> <li>• To agree appropriate charge levels for projects with a value up to £1 million.</li> </ul>

	<ul style="list-style-type: none"> <li>• Dealing with major projects, from preliminary enquiries through to completion of site works</li> <li>• To ensure structural calculations are checked for compliance with Part A of Building Regulations.</li> <li>• To ensure BCP site inspection resources are used in the most efficient manner to service daily workload</li> <li>• To carry out site inspections of work in progress and make records of those inspections for future reference and for evidence in any legal proceedings/enforcement.</li> <li>• To be in attendance at the enquiry counters as required to assist the public and clients on Building Control matters.</li> <li>• To check and report on unauthorised work to the Area Team manager</li> <li>• To meet with and discuss proposed works with Architects, Designers, Builders and the Public.</li> <li>• To manage the day to day workload of the District/Assistant/Trainees Building Control staff and assist team members to achieve targets</li> <li>• To effectively market and promote the BCP to new and existing clients</li> <li>• To work to agreed performance targets and the Quality Assurance System procedures</li> </ul>
<p><b>To provide reports as and when required in the delivery of the service in accordance with the specification for the Building Control service.</b></p>	<ul style="list-style-type: none"> <li>• To investigate and report on dangerous structures.</li> <li>• To liaise/consult with other departments of the council</li> <li>• To process, inspect and report on demolition of buildings.</li> <li>• To draft and send any necessary correspondence.</li> <li>• To assist in the management and maintenance of registration of BCP Quality management system to ISO 9001:2000</li> <li>• To manage BCP internal audit team and ensure all required audits are undertaken and reported</li> <li>• To carry out all duties in accordance with the requirements of the BCP Quality Management system to ISO 9001:2000.</li> <li>• To Ensure non-conformances are recorded, resolved, analysed and make recommendations on procedural and operational improvements.</li> </ul>

	<ul style="list-style-type: none"> <li>To develop and document new procedural guidance for BCP e-government initiatives.</li> </ul>
<b>To keep accurate records of time spent on tasks for the purpose of financial accountability.</b>	<ul style="list-style-type: none"> <li>To enable accurate and consistent recharging of time to other in-house services.</li> <li>To produce reports for the Building Control Manager as required on the performance of the Business Unit.</li> <li>To maximise the use of ITC applications and other information and communications systems.</li> <li>To participate in the development and implementation of electronic working systems.</li> </ul>
<b>To assist the Building Control Partnership Manager in any corporate promotional activities and to carry out any other allied duties in the Building Control Service.</b>	<ul style="list-style-type: none"> <li>To promote the standards and values of the Partnership member councils and contribute effectively in the achievement of their aims and objectives.</li> <li>To comply with statutory requirements and regulations, policies and procedures in relation to equality of opportunity and health and safety.</li> <li>To organise and implement marketing/promotional/customer/partnership activities as required by the Building Control Manager</li> <li>To be jointly responsible for community and client consultation on behalf of BCP.</li> </ul>
<b>Training of staff and self development - In conjunction with the Building Control Partnership Manager,</b>	<ul style="list-style-type: none"> <li>To be responsible for identifying training and development needs and to seek opportunities to improve effectiveness, increase potential, and to keep up to date with current and proposed legislation, guidance and other developments including access issues.</li> <li>To undertake the day to day training and development of the District, trainee and assistant BC Surveyors as directed by the Building Control Manager and the Area Team manager</li> </ul>
<b>Policies &amp; Procedures</b>	To act in accordance with, and ensure that service delivery complies with, current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children/vulnerable adults).

The particular duties and responsibilities attached to posts are, of necessity, difficult to define precisely and may vary from time to time without changing the general character of the duties or the level of responsibility of the post.

GOSPORT BOROUGH COUNCIL  
 LEGAL, DEMOCRATIC AND PLANNING SERVICES  
 BUILDING CONTROL PARTNERSHIP  
 PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>ATTAINMENTS, KNOWLEDGE AND QUALIFICATIONS</b>	<p>Qualified to BSc Building Surveying Degree or similar exempting level leading to full membership RICS, CABE or other equivalent Building Control qualification</p> <p>Able to apply the technical and design requirements of the Building Regulations and other legislation to all types of new and existing buildings</p> <p>To be capable of preparing all relevant statutory notices in respect of prosecution and enforcement of The Building Regulations</p> <p>To possess a full valid driving licence or satisfactory means of mobility</p>	<p>Full membership RICS, CABE or other equivalent qualification</p> <p>To be able to check structural calculations for compliance with Part A of the Building Regulations</p>	<p>Application form, interview, references and certificates</p>
<b>EXPERIENCE AND CAPABILITIES</b>	<p>To be able to competently examine major applications and inspect works on site</p> <p>To be able to apply all applicable associated legislation both at application stage and on site</p> <p>To be able to undertake site inspection and demonstrate competence, application and knowledge of Enforcement, Demolition and Dangerous structure procedures</p> <p>To be an active participant in the daily workings of the Building Control Team and the Department and to manage the day to day workload of more junior</p>	<p>To be able to maintain registration of BCP Quality management system to ISO 9001:2000</p> <p>To be able to manage BCP internal audit team and ensure all required audits are undertaken and reported</p>	<p>Application form, interview, references</p>

	<p>surveyors</p> <p>To be able to assist in the preparation of reports for presentation to officers and elected members. Also to effectively and courteously correspond with other organisations and individuals.</p> <p>To be able to maximise the use of the Council's Microsoft windows applications and other information and communications systems</p> <p>To be able to operate and maximise the use of any electronic information and management systems that are provided to support the effective operation of the Partnership.</p> <p>To be able to carry out site inspections which involve climbing ladders, scaffolding and entering confined spaces and trenches</p> <p>To be aware of the impact of discriminatory behaviour and conduct on others to support the council standards, practices in employment and service delivery</p> <p>To avoid discriminatory practices, to develop employees and services ensuring that the council's standards, practices and legal obligations are met.</p>		
<p><b>CHARACTER AND DISPOSITION</b></p>	<p>To deal with colleagues, customers and the public in a confident, friendly and open manner.</p> <p>To be able to create</p>		<p>Application form, interview, and references</p>

	<p>effective working relationships with clients and promote the Partnership</p> <p>To be able to act as client manager for clients</p> <p>To be able to prioritise and administer a demanding workload</p>		
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