

Context statement

To accompany job description and person specification when required

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Job title: Building Control Assistant Career grade

Directorate/Service/Team: Place/ Communities and Public Protection/Building Control

Organisation Structure

Reporting to: Building Control Team Leader

Responsibility for:

Context of Work

To be part of the team of Building Control staff in undertaking the Council's duty to provide a Building Control Service as required by the Building Act and the Building Regulations.

General Duties

1. To ensure the delivery of an effective, efficient, economic and equitable Building Control Service. This role includes giving advice and assistance to our customers.
2. To participate within the Building Control Dangerous Structures Service during normal hours.
3. To discharge the council's delegated powers and legal duties as required by the Building Act 1984, the Building Regulations and other associated legislation.
4. All staff will be expected to respond to or attend any major emergency situation or incident as required.
5. To carry out verification, Approvals, onsite inspection in respect applications submitted for Building Regulations.
6. To provide professional support and advice on Building Control matters to members, other officers, other Council services, professional designers and the general public.
7. To carry out investigation of unauthorised building work.
8. To work on the development of the building control service and with the exploration of new and expanding markets in order to maximise and diversify the income of the service.
9. To market the Building Control service to our customers to win new projects.
10. To work with our customers to maintain and increase our market share of projects in the Dorset Council area.
11. To carry out, monitor and review the system of fee quotes for the projects and assessments with the technical support team to produce the site inspection plan.
12. To ensure that the time spent on projects are kept within the costs as agreed and that each project is delivered within agreed cost recovery and the team are consistent.
13. To ensure the national Building Control performance standards and they are met and enforced.
14. To help with the case load of the team focusing on plan checking element with site inspections and to fully participate within the LABC Partnership scheme
15. To work with LABC partners both on a local and national level to increase the business for the service and to participate in and develop commercial opportunities.
16. Work with other business partners such as the Fire Authority, Water authority and Environment services.



Supervision and management

17. Reporting to: Team Leader Building Control
18. Responsibility for:

Other information

1. Student member or working towards Graduate member of, CABE, RICS, CIOB, with relevant Building Control bias.
2. Office based in different locations including flexible working, with regular work out of the office on building sites.
3. Attending Dangerous structures with the emergency services during normal office hours.
4. Working in high risk environments, construction sites, working at height, lone working as per Council policies.
5. Officers have the power of entry into buildings under the Building Act to carry out the inspection of possible unauthorised work.
6. To have the ability to think on their feet and exercise judgement in unforeseen circumstances and suggest design solutions and options as required to comply with the Building Regulations and standards.

Travel Requirement

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the Council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

| Context statement prepared by: | | | |
|---------------------------------------|--|------|--|
| Manager | | Date | |