**Job Capsule Supplementary Information: Building Control officer**

**This supplementary information for Building Control Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Family: Place, Buildings and Structures, Job Level 4, Zone 1, Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To supervise an area of the borough to ensure compliance with building control legislation,

Assist with the implementation of marketing, service delivery, quality initiatives, recovery of fees and charges, management of caseload and meet objectives for programmed and reactive work within timescales. He/she will be required to provide detailed information on individual cases or projects for senior officers at regular case reviews. To gain experience and undertake training with a view to achieving an appropriate professional or technical qualification

**Example outcomes or objectives that this role will deliver:**

1. To supervise an area within the borough to ensure compliance with building control legislation, including the Building Act and regulations, and the London Building Acts. This is a large part of the daily workload, and includes office meetings, plan examination, appraisal of calculations, preparation and authorisation of letters, supervision of work on site, testing, identification of contraventions, enforcement, including attendance at court, and the maintenance of records
2. To liaise with and report matters relating to the activities of other sections, as required, including planning, Environmental Health and Local Land Charges and ensure statutory consultation with external agencies is carried out as necessary and to work cost effectively.
3. To assist with the assessment and recovery of fees and charges. Protect the Council’s interests in all aspects of financial transactions with which the post holder is involved.
4. To promote Camden’s Building Control service during normal contracts with building professionals and assist with the implementation of service delivery initiatives.
5. To keep records including, time monitoring, travel records and other associated administrative and casework details as required, including entering/processing information on IT systems.
6. To participate in projects and carry out such other duties and responsibilities to the post as may be directed.
7. To participate in the out of hours dangerous structures call out rota.

**People Management Responsibilities:**

None

**Relationships;**

* Building Control Managers and staff
* Related front line services within the department
* Councillors and MPs
* Builders and building owners
* Building Professionals
* Officers of the LFEPA
* The public

**Work Environment:**

The officer will work from an office based on the Council Agile Working principles as well as remote working. The role involves frequent lone working and carrying out site inspections of all types of building work in all stages of construction, including the use of ladders, scaffolding, foundation trenches, underpinning etc. On occasion may be exposed to noise and dirt on site.

**Technical Knowledge and Experience:**

1. To possess a Degree or HNC in building, building surveying, civil or structural engineering and 2 years relevant experience or 8 years relevant experience.
2. Have a basic knowledge of at least one of the following: a) Building Construction, b) Structural engineering, c) Fire safety in buildings, d) Supervision of building work on site
3. Demonstrate a knowledge and understanding of main legislation in order to prepare reports and schedules and where authorised, serve notices and take enforcement action, i.e. the Building Act 1984 and the Building Regulations
4. An ability to carry out frequent site inspections of all types of building work in all stages of construction
5. In relation to personal workloads, demonstrate an ability to:

Work in an organised manner, Prioritise work and act as necessary, Work to deadlines, Effective communication – oral and written

1. Ability to contribute constructively to the work of a team of up to 6 staff, and to supervise the team when deputising
2. Demonstrate an ability to present information in a clear and structured manner e.g. replies enquiries from the public, letters/memos/reports, meetings, court attendances and to make use of new technology.
3. Demonstrate an ability to respond to enquiries and provide advice and information as required.

9. a) Demonstrate an understanding and positive commitment to equality of opportunity in employment and service delivery

b) To promote and encourage the application of these policies in the working environment.

10.To demonstrate an awareness of Health and Safety requirements in the working environment.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1>

**Structure Chart (see next page)**