

## Job description and employee specification

<b>Job title:</b>	Senior Building Control Surveyor	<b>Location:</b>	Cirencester
<b>Reports to:</b>	Andrew Jones	<b>Working hours:</b>	37 per week
<b>Job number:</b>	TBC	<b>Salary range:</b>	£33,982
<b>Supervises:</b>	Not applicable		
<b>Purpose:</b>	To assist the Service Leader to provide professional services to the construction industry to ensure the delivery of safe, healthy, accessible and sustainable buildings for current and future generations and to provide a value for money, independent Building Control service that reacts quickly to customer needs.		
<b>Key responsibilities:</b>	<ul style="list-style-type: none"> <li>To provide professional service on all aspects of the building regulations including plan appraisal and site inspections</li> <li>To carry out inspections of dangerous structures and resolve the issues that may arise.</li> <li>To contribute to the development of the service in relation to commerciality and efficiency</li> </ul> <p><b>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.</b></p> <p><b>General Accountabilities</b></p> <ul style="list-style-type: none"> <li>Working to add value to, and be a valued member of the team, and to be valued by customers</li> <li>The post holder is responsible to maintain a safe working environment and ensure as reasonably practicable that safe working practices are adopted by employees within this work environment</li> <li>Work in compliance with the Codes of Conduct, Regulations and policies of Publica</li> <li>Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information;</li> </ul>		
<b>Essential requirements, qualifications, skills and abilities:</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>HND/HNC in construction or related subject or equivalent</li> <li>Associate membership of a relevant construction body</li> <li>Sound knowledge of the building regulations and associated standards</li> </ul>		

	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in office environment / similar or related role</li> <li>• Proven experience in supervising construction projects</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Good level of IT skills - MS Office</li> <li>• Communicates effectively at all levels (excellent verbal and written skills)</li> <li>• Ability to problem solve</li> <li>• Is customer focussed, responsive, and co-operative with customers</li> <li>• Is proactive/self motivated</li> <li>• Prioritises and meets tight deadlines</li> <li>• Is flexible</li> <li>• Works together with employees, colleagues and customers to resolve problems and implement change initiatives</li> <li>• Ability to maintain confidentiality in accordance with Data Protection</li> </ul>	
<p><b>Desirable requirements qualifications, skills and abilities:</b></p>	<ul style="list-style-type: none"> <li>• Full membership of a relevant professional body</li> <li>• Relevant degree</li> <li>• Experience of working in a multi disciplinary environment.</li> </ul>	
<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>• There may be a requirement to work at other Publica Group Limited and/or client locations to meet the needs of the business.</li> <li>• Expected to work reasonable additional hours in line with the needs of the service</li> <li>• You will need use of a car for work purposes.</li> </ul>	
<p><b>Date of Issue:</b></p>		
<p><b>Date reviewed:</b></p>		
<p><b>Reviewed by</b></p>	<p><b>Name:</b></p>	<p><b>Job title:</b></p>