

## Role Description and Employee Specification

We deliver great services to local communities on behalf of their local council. We are owned by the Councils and not shareholders, so we know our priorities and have strong values. At Publica we put people and our communities at the centre of everything.

<b>Job title:</b>	Senior Building Control Surveyor	<b>Location:</b>	Cirencester based
<b>Job group:</b>	Specialist - Level 2	<b>Peer group no:</b>	
<b>Reports to:</b>	Building Control Service Leader	<b>Working hours:</b>	37
<b>Business World Post number:</b>	880000456	<b>Line management responsibility:</b>	No
		<b>Direct Reports:</b>	<a href="#">Click here to enter text.</a>
<b>FTE Salary pro rata:</b>		<b>Contract type:</b>	Permanent
		<b>Further detail:</b>	<a href="#">Click here to enter text.</a>
<b>Main purpose of this specific role:</b>	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> <li>• Provide technical expertise, advice and direction to internal and external customers when solving problems or managing risks. Supervision and mentoring less experienced members of the team.</li> <li>• Apply a high level of expert knowledge within a technical area of expertise and manage sensitive, open ended and complex cases or project based work</li> </ul>		
<b>Main requirements</b>	<p>Able to carry out site inspections on more complex domestic and commercial works.</p> <p>Plan appraisal of all elements of domestic and commercial works (non HRB) with no supervision.</p> <p>Will be responsible for analysis of information, decision making, ensuring all record keeping and report writing is up to date.</p> <p>Responsible for the supervising and mentoring relevant staff.</p>		

	The main accountabilities of a Senior Building Inspector include, identifying non-compliance and taking appropriate action to secure compliance, providing competent advice to duty holders, acting within and maintain own competence, supporting others to do the same, identify and report conflicts of interest for appropriate action, undertaking all work in compliance with the Code of Conduct
<b>Essential qualifications/skills/ experience specific to this role:</b>	<b>Accountabilities</b>  <b>The Surveyor will be a Registered Building Inspector minimum Class 2b-f</b>
	<b>Generic Job Profile:</b>
<b>Main Purpose:</b>	<p>The purpose of this role is to:</p> <ul style="list-style-type: none"> <li>• Provide technical expertise, advice and direction to internal and external customers when solving problems or managing risks</li> <li>• Apply a high level of expert knowledge within a technical area of expertise and manage sensitive, open ended and complex case or project based work</li> </ul>
<b>Key Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction</li> <li>2. Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard</li> <li>3. Be responsible for small projects or input into large projects</li> <li>4. Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action</li> <li>5. Ability to interpret and find solutions to ambiguous and partial information</li> <li>6. Play an integral role in innovating products and continuously improving services</li> <li>7. Act as a lead technical advisor within the relevant service area</li> <li>8. Mentor and train colleagues</li> <li>9. Carry out duties with discretion, integrity and maintain confidentiality</li> <li>10. Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes</li> <li>11. Ensure that issues and problems are effectively mitigated and solutions developed which meet customer needs</li> <li>12. Ensure all relevant customer and company information is captured and recorded accurately</li> <li>13. Understand and demonstrate commitment in delivering the key performance indicators within the function</li> </ol>

	14. Undertake any other duties as reasonably required to do so
<b>General Accountabilities:</b>	<ul style="list-style-type: none"> <li>• The post holder is responsible for maintaining a safe working environment and ensuring, as is 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>• To support the response to a major incident, including taking up a designated role within the emergency management framework</li> </ul>
<b>Essential Requirements, Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• A qualification in your area of expertise, equivalent to a degree or relevant experience of five years</li> <li>• GCSE Maths and English or equivalent to grade C/4 or higher</li> <li>• Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders</li> <li>• Experience of being involved in continuously improving services and developing products to meet customer need</li> <li>• Ability to remain calm and confident when dealing with challenging customers and environments</li> <li>• Ability to resolve complex issues by negotiation</li> <li>• Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes</li> <li>• Demonstrate commitment and resilience to succeed</li> <li>• Ability to work independently under pressure and within tight deadlines</li> <li>• Excellent written and verbal communication skills</li> <li>• Competent in using a range of technology and software packages, including Microsoft and Google</li> </ul>
<b>Desirable Requirements Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• Relevant recognised academic or professional qualification</li> <li>• Knowledge, understanding or experience of project management</li> <li>• Membership of a relevant professional body</li> </ul>

<b>Special Conditions:</b>	<ul style="list-style-type: none"><li>• There may be a requirement to work at other Publica Group (Support) Ltd and/or client locations to meet the needs of the business</li><li>• You will be expected to work reasonable additional hours in line with the needs of the service</li><li>• Ability to travel</li></ul>
<b>Date reviewed:</b>	27/03/2023
<b>Reviewed by:</b>	Andy Jones
<b>Manager job title:</b>	Service Leader Building Control
<b>Date of issue:</b>	27/03/2023