

**Job Description**

Environment & Regeneration Directorate
Technical Services Division (Development Services Team)

Post Title	Assistant Building Control Officer - Fixed Term (to March 31st 2017)		
Post Number	BG09770	Grade	7
Base	Blaina District Office	Hours of Work	37
Car User Allowance	Yes	Disclosure	No
Contact	Keith Hallett	Updated	1st October 2015

Principal Job Purpose

Responsible to: Team Manager Building Control

Responsible for: Assisting with the regulation of all relevant development within the County Borough to ensure compliance with statutory provisions of the Building Act, subordinate regulations and allied legislation.

Principal Accountabilities

- 1 To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
- 2 To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
- 3 To inspect all EWI / Replacement roof coverings and Renewable energy source works to existing buildings for compliance with the Building Regulations.
2. To meet with Architects, Agents and Clients to advise on the requirements of the Building Regulations, especially Parts A/C/L.
3. On notification from the District Building Control Officer to liaise with Welsh Water regarding Private Sewers & Lateral Drains, and Engineers for structural calculations.
4. To inspect all installations of renewable energy source applications.
5. To inspect all Housing Association block schemes for re-roofing, re-rendering etc.
6. Updating the relevant computer systems.
7. Dealing with public queries.
8. To undertake any relevant duties required by management.

Person Specification – Non Managerial

1. Qualifications & Experience	Assessment Method				
Qualifications / relevant experience	Essential / Desirable	Application Form	Interview	Other	Probationary Period
<ul style="list-style-type: none"> • Educated to Degree level, or equivalent in an appropriate subject area 	Essential	✓			
<ul style="list-style-type: none"> • Demonstrable experience of working within the Building Control environment 	Essential	✓	✓		✓
Other experience					
<ul style="list-style-type: none"> • Previous work experience in external wall insulation at management Level. 	Essential	✓	✓		
<ul style="list-style-type: none"> • Knowledge of maintenance procedures relating to building fabrics. 	Essential	✓	✓		
Knowledge / Skills					
<ul style="list-style-type: none"> • Knowledge of construction and structural details. 	Essential	✓	✓		✓
<ul style="list-style-type: none"> • Working knowledge of Building Regulations. 	Essential	✓	✓		✓
<ul style="list-style-type: none"> • The ability to undertake enforcement action in relation to the statutory function. 	Essential		✓		✓
<ul style="list-style-type: none"> • IT literate. 	Essential	✓			✓
<ul style="list-style-type: none"> • Excellent administrative, organisational and negotiating skills. 	Essential	✓			✓
<ul style="list-style-type: none"> • Excellent verbal and written skills. 	Essential	✓	✓		
<ul style="list-style-type: none"> • An understanding of construction principles. 	Essential	✓			✓

2. Special requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full Driving licence and access to a vehicle for work purposes.	Essential	✓			
Be available to work outside normal working hours.	Essential		✓		
Candidates should be capable of dealing with people face to face or over the telephone	Essential		✓		✓
Candidates to be enthusiastic with good communication and interpersonal skills and be able to work closely with colleagues and team members.	Essential		✓		✓

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feedback results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓