

ASSISTANT BUILDING CONTROL SURVEYOR (Temporary - 2 year contract)

Recruitment Pack



Rheolaeth Adeiladu/Building Control



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Welcome

Dear Candidate,

Assistant Building Control Surveyor Post (Temporary - 2 year contract)

Thank you for expressing an interest in applying for this post. Gwynedd is renowned for its natural beauty, but the County is unique and varied and our ambition as a Council is to see our communities and people thriving.

This post is a real opportunity for a talented individual to be a part of the Building Control Team that works innovatively, and in the interests of our people. We are extremely pleased that you are considering joining us as we work towards realising our aims in the Building Control Service.

All the post details, as well as other background details, are available in the following document.

Further information about the Council can be found on our website
www.gwynedd.llyw.cymru

In the meantime, if you wish to have an informal chat about any aspect of the post, please contact me on 01341 424396 / 07917 557701 or email on:
martinbarrowevans@gwynedd.llyw.cymru

We look forward to receiving your application.

Yours sincerely,

Martin Barrow Evans
Building Control Manager



Rheolaeth Adeiladu/Building Control



Job Advert

Assistant Building Control Surveyor (Temporary - 2 year contract)

£30,151- £32,020

Total benefit value including LGPS pension contribution (£36,301 - £38,552)

- Fully funded support with obtaining Chartership to a relevant body (MCABE/MRIC S/MCIOB), and the necessary training and qualifications required to obtain a BSR licence of becoming a registered Building Control Inspector.
- Generous leave with up to 33 days off per annum, bank holidays, plus up to 13 additional days off per annum under our Super-flexitime scheme.
- Flexible working – an employer that is committed to considering and supporting staff to work flexibly, as a means of finding a healthy balance between work and personal commitments.

This is an exciting career opportunity to join Gwynedd Council Building Control.



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We are currently looking for a talented and motivated Assistant Building Control Surveyor to join our friendly professional team, with a reputation for delivering a high-quality service across the beautiful County of Gwynedd.

The residents of Gwynedd are amongst the happiest in Wales. This is no surprise, given that the vast majority of the county is within areas of exceptional beauty, including Snowdonia National Park. With a clean and leisurely environment, the mountains and coast of Gwynedd are an ideal haven to revitalise the soul. Our communities are amongst the safest in the country, and our natural bilingualism enriches the local culture in all aspects of life. It is an excellent place to raise the next generation, and the schools and further education colleges in the county offer education and training second to none. Put simply, Gwynedd is an incredible place to live.

Working under the direction of the Building Control Team leader you will have the responsibility of assisting the Team Leader and Area Building Control Surveyors. When suitably competent you will be responsible under supervision for a small geographic area to further your training development, as well as contributing to county wide work as required. Fully funded LABC training and professional qualifications to Levels 4&5 will be provided with in-house training and support, thus ensuring career progression in obtaining a BSR licence as a registered Building Control Inspector following the new Building Safety Act 2022.

To be successful, you will have aspirations to develop the service and work on new and exciting projects, and provide excellent service for the people of Gwynedd.

As a service growth, training and development of the team to provide a high level of service innovatively at a time of change, with the implementation of the Building Safety Act legislation.



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There are many benefits in working for us, including:

- Agile working, we recognise the importance of supporting our employees to balance their home and work life and to be able to work in the most efficient way. A Super- Flexitime scheme is also operated which can help manage work and personal commitments.
- Training and Development - Fully Funded LABC competency validation and qualifications, CPD & Training events.
- Annual Payment of one membership of a professional body which is relevant to Building Control.
- Salary Sacrifice Schemes make huge savings on – Lease car and Cycle2Work bike schemes.
- Assisted car purchase scheme
- Employee Benefits Lifestyle Discounts –hundreds of discounts at local and national retailers, restaurants, holidays and much more.
- Employer which aims to achieve the highest standard of managing the health, safety and wellbeing of all its staff.

Gwynedd Council offers an attractive employment package, for further benefits please follow the link www.gwynedd.llyw.cymru/WorkingForUs

If you have a positive, team working approach to service delivery and wish to work in the beautiful County of Gwynedd, this is an excellent opportunity to develop your skills and make a real impact in improving our services.

For an informal chat about this role, please contact Martin Barrow Evans, Building Control Manager on 01341 424396 / 07917 557701.



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Job Description

Purpose of the Post

- Ensure that the people of Gwynedd are at the heart of everything we do.
- To assist the Team Leader and Building Control Officer's in the administration and enforcement of the current Building Regulations and legislation, as part of a team under the direct supervision of the Team Leader to ensure an efficient, cost effective, proactive and accountable service.
- To operate within Council policies to ensure that the performance targets and the Business Plan are fully met.
- To lead on, oversee and supervise Dangerous Structure situation's under Section 77 and 78, Demolition Notices under Section 80 and 81, and S79 (Ruinous and dilapidated buildings) Commercial of The Building Act 1984.



Responsibility for functions, e.g. staff, budgets, equipment

- Assist in ensuring that both the unit and the service meet the unit, department and Council's targets in relation to performance and financial matters.
- Ensuring correct Building Regulations fees are quoted to the customer.
- Responsibility for Council vehicle's, surveying equipment when in use, and Personal Protective Equipment.
- To assist the Senior Management in the implementation/continued improvement of efficient IT systems, and procedures, including LABC ISO 9001:2015 QMS.
- Responsibility for information management in accordance with the Council's information management standards and guidelines. Ensure that personal information is handled in compliance with Data Protection legislation.

Main Duties

- To assist the Building Control Team with its workload.
- Enforcement of the Building Regulations and associated legislation.
- Undertaking plan checking.
- Undertaking site inspections.
- Consulting with external bodies such as structural engineers, Fire and Water Authority.
- Assist in promoting and marketing the service.
- Undertake partnering officer responsibilities for specific clients where necessary.
- Assist in promoting the Building Control function generally.
- Check and approve Full Plan Applications within the statutory periods.
- Checking of re-submissions and amendments.
- Inspection and assessment of Building Notice Applications.
- Deal with site inspections requested through statutory notices, and undertake inspections as necessary without notice to ensure compliance with the regulations.
- Keep accurate and precise records of all inspections and visits made.
- Provide pre-application advice where requested and other advice to architects and potential clients.
- Inspect and deal with unauthorised work.
- Be flexible in one's approach towards possible relaxation on Building Regulations.



- Consult with applicants, agents and builders to discuss, advice, influence and provide answers relating to applications.
- Answer specific requests by architects, surveyors, builders and the public on all matters relating to the Building Regulations.
- Ensure highest level of service at all times to clients by reviewing, developing and improving systems and processes on a regular basis.
- To be responsible for partnering work in accordance with the wishes of the Team Leader.
- To be responsible for one's own development by following a CPD programme.
- Be aware of technical advances and developments.
- Be responsible in working as part of a team.
- Ensure self-development and training to appropriate competency level (under the requirements of the LABC competency matrix), and in accordance with service needs.
- Responsibility for self-development.
- Ensure compliance with Health and Safety rules in the workplace in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- Operate within the Council's policies in relation to equal opportunities and equality.
- Responsible for managing information in accordance with the Council's information management guidelines. Ensure that personal information is treated in accordance with Data Protection legislation.
- Commitment to reducing the Council's carbon emissions in accordance with the Carbon Management Plan, and to encourage others to act positively towards reducing the Council's Carbon Footprint.
- Undertake any other reasonable duty which corresponds to the salary level and responsibility level of the job.
- Responsibility to report any concern or suspicion that a child or vulnerable adult is being abused.



Special Circumstances. e.g. the need to work unsociable hours, special working arrangements etc.

- The post holder will be required to work in an Agile manner, with a requirement to make visits to construction sites operated and managed by private contractors.
- The post holder will develop skills in dynamic risk assessment of sites to ensure that they are safe to access for the purposes of carrying out inspections.
- Expected to have considerable PC/ Laptop use on a daily basis.
- Expected to work in a flexible manner across tasks and locations across the Council
- Will have normal hazards associated with site-based operations including working in trenches, at heights up ladders, and exposure to hazardous materials, but with suitable personal protective equipment available.
- May have potentially confrontational situations.
- Will be inside vehicle, driving in all weathers.
- Will have to wear suitable protective clothing.
- Undertake lone working
- At Public Inquiries etc. the requirement to work outside office hours.
- To work outside office hours with regards to standby and call out on dangerous structures where necessary.



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PERSONAL ATTRIBUTES

ESSENTIAL - Good teamwork skills, good communication and interpersonal Skills, good analytical skills. Dependability and strong work ethic. Maturity and a professional attitude, adaptability, and flexibility in the role.

QUALIFICATIONS AND RELEVANT TRAINING

ESSENTIAL - OND/ONC or equivalent qualification in a built environment subject, or relevant experience in industry.

DESIRABLE - Graduate/Associate member of RICS, CABE or CIOB in the discipline of Building Control. Degree in a built environment subject. Level 4&5 LABC Competency qualification/validation.

RELEVANT EXPERIENCE

ESSENTIAL - Knowledge of the Construction field associated with the built environment.

DESIRABLE - Understanding and experience in dealing with the requirements of the Building Regulations 2010, Building Act 1984 and associated legislation. Experience of dealing with building contractors, architects, structural engineers and the general Public. Building site experience. Understanding architectural plans and specifications.

SKILLS AND SPECIALIST KNOWLEDGE

ESSENTIAL - Knowledge of technical standards and methods of construction. Good IT skills. Good interpersonal skills. Ability to manage their own workload. A full driving license, and access to a car. Ability to work under pressure.

DESIRABLE - Fire Safety legislation experience. SAP Assessment experience. Knowledge of ISO 9001, or similar quality management systems.



LANGUAGE REQUIREMENTS

Listening and Speaking

Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh.

Reading and Understanding

Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post.

Writing

Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader.



How to Apply

Please review the Person Specification and Job Description and tailor your application to the role specifically.

To apply for the position, please visit: www.gwynedd.llyw.cymru/jobs

Applications to be submitted no later than 12 noon on Thursday 8th December 2022.

Timetable (correct at time of publication)

Date	Stage	Detail
24th November 2022	Role Advertised	Application forms can be submitted
12 noon, 8th December 2022	Closing date of submission of Application Form	Application forms are collated for shortlisting
9th December 2022	Shortlisting Process Commences	You will be notified of the outcome of your application, after the shortlisting process is complete
TBC	Interview	Successful applicants that have been shortlisted, will be invited to attend a job interview

For informal enquiries please contact Martin Barrow Evans on 01341 424396 /07917 557701 or email martinbarrowevans@gwynedd.llyw.cymru
If you have any questions around the process or reasonable adjustments please contact DesgAdnoddauDynol@gwynedd.llyw.cymru



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