Building Control Surveyor

Recruitment Pack









Mae'r ddogfen yma hefyd ar gael yn Gymraeg.

LABC

CYNGOR GWYNEDD

Welcome

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.

For more details about working for the Council and information about how to apply, visit **www.gwynedd.llyw.cymru/jobs** on the Cyngor Gwynedd website.

More information about the Building Control Service is available here **www.gwynedd.llyw.cymru/BuildingControl**

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

We look forward to receiving your application.



LABC

Rheolaeth Adeiladu | Building Control

CYNGOR GWYNEDD

Job Advert

Building Control Surveyor

£41,177 - £43,149, plus £1,800 per annum pro-rata (On-duty Dangerous Structure rota)
Total benefit value including LGPS pension contribution (£53,118 - £55,698)

- Funded BSR Registered Building Inspector annual maintenace licence.
- Fully funded support with obtaining Chartership to a relevant body (MCABE/MRICS/MCIOB).
- 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 Cyngor Gwynedd Building Control.



LABC

Rheolaeth Adeiladu | Building Control

CYNGOR GWYNEDD

Working for us

We are currently looking for a talented and motivated Registered 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 Eryri 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 responsibility for your own geographic area and workload, as well as contributing to county wide work as required. You will be capable of dealing with the full range of Building Control duties including plan vetting, site inspections, dangerous structures and enforcement work, as well as providing professional advice to architects, agents, developers, elected members, and members of the public, on all aspects of Building Control work.

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 amended Building Regulations and Building Safety Act 2022.



Why join Cyngor Gwynedd?

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.
- 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.

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

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.





Job Description

Purpose of the Post

- Ensure that the people of Gwynedd are at the heart of everything we do.
- To assist the Building Control Manager in the administration and enforcement of the current Building Regulations 2010, Building Act 1984 and the Building Safety Act 2022 under the direct supervision of the Building Control Team Leader, to ensure an efficient, cost effective, proactive and accountable service. To assist and support the Building Control Team Leader to ensure that staff in the Team are registered with the Building Safety Regulator BSR (or equivalent) as Registered Building Inspectors (RBI) and ensure that the classes and scope of certified / registered activities are provided in accordance with the legal requirements and within the scope of the Officer(s) registration licence unless supervised in accordance with the Building Control Service – Supervision Policy.
- To operate within Council policies to ensure that the performance targets and the Business Plan are met.
- To lead on, oversee and supervise Dangerous Structure situations 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

- Assisting the Building Control Team Leader in the execution of duties including mentoring, supervision and training, of Trainee/Assistant Building Control Surveyors in accordance with the classes and scope of certified activities, the Building Control Workforce Plan and Supervision Policy
- Deputizing for the Building Control Team Leader in their absence.
- 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 vehicles, 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

The processing of Building Regulation applications, carrying out of site inspections and other duties and responsibilities to ensure that the certified / registered activities are carried out within the scope of the relevant registration licence and in compliance with the BSR (or equivalent) code of conduct as Registered Building Inspectors (RBI).

To monitor and supervise the Trainee / Assistant Building Inspector and ensure compliance with the Building Control Service – Supervision Policy and ensure that they and are accountable for the scope of the activities in their registration licences.

Building Regulation applications

- Full plans application - Carry out plan examination (vetting) of architectural drawings/ specification and other relevant information to assess its compliance against the Building Regulations and allied legislation, and to request additional information where information is deficient.

- Consultation with fire officer on means of escape and fire precautions, and other statutory consultees.

- Recommendation of decision on the application - decisions made within statutory time periods.

- Building notice, regularisation and reversion applications check, and additional information requested to ensure compliance.

- Assess whether deposited plans/building notices require substantive structural calculations.

- Lead surveyor for partner company under the LABC Partner Scheme for dedicated clients as instructed by the Building Control Team Leader.



Main Duties (continued)

Site inspections

- Carry out site inspections on Building Regulations application and pre-applications where necessary.

- Management of area within Gwynedd for site inspections, carrying out site inspections of building work in progress from commencement of work through to completion, including the management of unauthorised building work.

- Cross border inspections where necessary under LABC Partnership work.

- Keep accurate and up to date records of site inspections through the units Agile working system.

- Investigate unauthorised building work including carrying out inspections in relation to potential contraventions of the Building Regulations. Undertaking consultations as appropriate and to report the findings of any such investigations to the Building Control Team Leader.

- Recommendation of satisfactory completion of the building work – completion certificates to be issued within target date.

- Carry out inspections of dangerous structures, and to advise other parties to take action as appropriate to ensure building/structure is make safe.

- To deal with demolition notices and undertake site inspections to ensure that demolition works are carried out in compliance with section 80/81 Notices where necessary.

- Participate and if required lead in site meetings to assist the Fire Authority and other Council departments where necessary.



Other duties and responsibilities

- Provide Pre-Application advice to customers, promoting the service and assisting in ensuring compliance with the Building Regulations.
- Provide advice to the public, members and colleagues on the building regulation process and technical requirements.
- To generally promote the building control service to existing and potential new customers to maintain and attract business.
- To improve client satisfaction and maintain effective relationships with other stakeholders such as colleagues, the public and members.
- To prepare proofs of evidence/witness statements and to attend Court as necessary to act as a professional witness to give evidence in Court proceedings.
- To work cooperatively with other teams within the Council, particularly with the Planning, Public protection Housing and empty homes regarding enforcement and necessary advice.
- Deal with and respond to enquiries by Solicitors on sale of land and buildings.
- Deal with Land Searches when necessary.
- Any other reasonable request by the Building Control Team Leader or Building Control Manager.
- Ensure self-development and training to appropriate competency and BSR registration class level in accordance with Building Control Service Workforce Plan.
- 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.

Other duties and responsibilities (continued)

- 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 worry 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.

Personal Specification

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 – Registered Building Inspector (RBI) at Domestic class 2A or 2F with the BSR. Minimum HND/HNC, in a Building Studies related qualification or equivalent.
Desirable - Chartered member of RICS, CABE or CIOB in the discipline of Building Control. Degree in Building Control or Building Surveying. Level 4,5 & 6 LABC qualification.

Relevant experience

Essential - Experience in the work undertaken as a Registered Building Control Surveyor. Experience in dangerous structures, and enforcement legislation. Good interpersonal skills, ability to manage their own workload, good IT skills and experience with Building Control system software
Desirable - Experience in carrying out assessments on the safety at sports grounds. Experience/knowledge of ISO 9001, or similar quality management systems

Skills and specialist knowledge

Essential - Understanding of the Building Regulations (Ammended) 2025 Wales, the Building Act 1984, Building Safety Act 2022, and Associated Legislation Knowledge and experience in dangerous structures and enforcement legislation. 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 engineering principles, 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 Welsh and English.

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

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



Timetable and application process

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

We ask that you review the Job Description and Person Specification and complete your application in accordance with the requirements.

Full details including deadline for submitting application can be found on Council job pages on the website.

For informal enquries regarding the post, 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**



LABC

Rheolaeth Adeiladu | Building Control

CYNGOR GWYNEDD