

## ENVIRONMENT AND REGENERATION DEPARTMENT

### **Building Control Officer - Grade SO1, SCP 27 – 33 (£36,091- £43,524)**

An exciting opportunity has arisen to join the Building Control Team. The successful candidate should have a formal qualification or relevant experience in the building/construction industry, good communication and written skills, experience in Building Control, be capable of carrying out a variety of site visits, have the ability to check plans for compliance with relevant regulations and attend unsightly properties and dangerous structures.

If you wish to join an enjoyable yet challenging working environment and like the sound of this role, then we would welcome an application from you. For an informal chat about this position please call Nick Kaighin on 696376.

What we can offer in return? Benefits include: holiday allowance plus bank holidays, development opportunities, entry to the Local Government pensions scheme, work-life balance policies and support for your personal development are just some of the benefits we offer.

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Application packs for the above vacancy are available from the HR Section on 696455, or downloading from [www.douglas.im](http://www.douglas.im). The closing date for the receipt of completed applications is 5.00 pm, on Friday, 24<sup>th</sup> February 2023.

**Miss K J Rice, Chief Executive,** Town Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

## **DOUGLAS BOROUGH COUNCIL JOB EVALUATION SCHEME JOB DESCRIPTION**

<b>DEPARTMENT</b>	Environment & Regeneration
<b>SUB-SECTION</b>	Building Control
<b>DESIGNATION</b>	Building Control Officer
<b>REPORTS TO</b>	Building Control Manager
<b>DURATION</b>	Permanent
<b>GRADE</b>	SO1 SCP: 27 – 33 (£36,091 - £43,524)
<b>HOURS OF DUTY:</b>	Monday – Friday (37 hours per week) (daily: 8.45 am – 5.15 pm with 1 hour 10 minutes for lunch)

### **MAIN PURPOSE OF THE JOB**

Support the building control function and manage a personal workload undertaking duties relating to the enforcement of Building Regulations. Ensure building matters are administered in accordance with all appropriate legislation within both legally defined and Council imposed time limits. Assist with additional duties relating to town and country planning, unsightly property and dangerous structures. At all times provide and promote a high level of customer service within the work of the building control service. Provide cover in the absence of the Building Control Manager as may be required.

### **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES**

- 1 Provide professional advice and guidance to individuals and organisations with matters relating to the built environment of Douglas including Building Regulations, planning, archived records and photographs, demolitions, and flat registrations.
- 2 Investigate potential breaches of Building Regulations and use best judgement to resolve any breaches where possible without the need to resort to formal legal action.
- 3 Verify validity of Building Regulations applications submitted through the electronic application system.
- 4 Examine and assess assigned applications for compliance with all aspects of Building Regulations
- 5 Communicate with and provide advice to applicants or their agents on any necessary amendments or additional information required to achieve compliance.
- 6 Take all appropriate action whether formal or informal to deal with any unsatisfactory building work or any unauthorised construction.
- 7 Liaise and communicate with consultees and relevant parties internal (e.g., Waste Services, Rates) and external (e.g., Isle of Man Fire and Rescue Service, Manx Utilities, Environmental

Health, Health & Safety Executive) regarding compliance with Building Regulations and duties associated with planning, unsightly properties and dangerous structures.

- 8 Liaise with professional structural and fire consultants regarding the compliance of complex elements of an application.
- 9 Be responsible for formal approval or rejection of Building Regulations applications:-
- 10 Be responsible for undertaking inspections on site of work in relation to Building Regulations, unsightly properties, and dangerous structures.
- 11 Be responsible for creating and maintaining accurate and detailed records, ensuring such records are to a sufficiently of a high standard and not generalised in content for use as evidence in criminal proceedings.
- 12 Prepare and issue formal notices where breaches of the Building Regulations have occurred.
- 13 Prepare evidence for proceedings in relation to breaches of the Building Regulations; or as a result of action taken in relation to unsightly property and dangerous structures. Attend Court as required.
- 14 Ensure performance standards are met in relation to deposited applications, site inspections and site records in accordance with the Council's Corporate Plan.
- 15 Respond to reports relating to dangerous structures, investigate, assess, prepare reports and take action as necessary to eliminate any danger.
- 16 Examine potentially dilapidated and unsightly properties and land seeking to resolve difficulties using informal and formal means. Prepare internal reports, statutory notices and gather evidence in connection with dilapidated and unsightly property.
- 17 Assess planning applications with regard to their impact on the Borough of Douglas and local amenity.
- 18 Ensure site safety requirements are observed at all times including risk assessment of hazardous site conditions and personal safety. Use correctly and maintain personal protection equipment. Attend site induction sessions and observe specific site requirements.
- 19 Establish through research at the Company Registry and Probate Registry the ownership of properties.
- 20 Respond to property search enquires, having regard to any Council imposed response times.
- 21 Be fully conversant with the Island's building legislation and keep up to date with directives, circulars, guidance notes and other material and literature relevant to building control.
- 22 Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
- 23 Comply at all times with the Council absence reporting procedures ensuring line manager is immediately advised on any occasion when ill-health prevents attendance at work.

- 24 Ensure total compliance with the Council's 'Smoke Free Workplace' policy.
- 25 Ensure the line manager is kept fully informed of any issues of a significant, important, personnel nature including those that may have sensitive political or corporate implications.
- 26 Compliance with the provisions of the Isle of Man Data Protection Act 2018, Freedom of Information Act 2015, Council's Constitution, policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
- 27 Responsible for ensuring all health and safety requirements are met and that all Building Control Services areas are maintained to a good standard of repair and cleanliness. Ensure Building Control Services employees take all appropriate and reasonable precautions to protect themselves, the public and other staff, from any risks arising from Building Control Services operations. Ensure the application of Fire, First Aid and Safe Working Practices.
- 28 Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
- 29 Ensure compliance with Health & Safety and Risk Assessment requirements and Council policies and procedures.
- 30 Responsible for any other matters which arise from time to time commensurate with the status of the post.
- 31 Such other duties of a similar level of responsibility as may from time to time be required by the Building Control Manager or Assistant Chief Officer (Regeneration).

## **SELECTION CRITERIA**

### **Essential**

- 1 A formal qualification, or relevant experience, in the building/construction industry.
- 2 Sound knowledge of building construction, site management techniques, building control legislation and planning regulations gained from sufficient work experience.
- 3 Experience of working on complex projects meeting deadlines and performance targets.
- 4 Experience of working in an office and site based environment dealing with members of the public and customers at all levels.
- 5 Ability to interpret building plans and determine relevant measurements including taking site levels and measurements out on site.
- 6 Effective written and oral communication, organisational and negotiating skills with an eye for detail as well as the ability to write clear and accurate reports.
- 7 Awareness of and adherence to health and safety procedures with regard to self-awareness whilst carrying out duties on construction sites.
- 8 Ability to work effectively and harmoniously with others as part of a team by developing and maintained good working relationships with a wide range of stakeholders.
- 9 Ability to work on own initiative with minimal supervision, prioritise workload, cope with sustained high levels of workload and work under pressure.
- 10 Self-motivated with demonstrable commitment to personal, professional and technical development and training.
- 11 Ability to work flexibly ensuring work demands are met.
- 12 IT literate and knowledge of specific building control software packages.
- 13 Full and valid driving licence.

### **Desirable**

1. Membership of a recognised relevant Institute (e.g., CIOB, RICS).
2. Experience of local government with an understanding of delivering and managing customer facing services.
3. An understanding of the operations and functions of a local authority.
4. Knowledge of the Council's Standing Orders, Financial Regulations and the Isle of Man Government Procedures for Capital Projects (including requirements for petitioning purposes).
5. Political sensitivity.