

## **JOB DESCRIPTION**

### **Senior Surveyor – Building Control**

To administer the Building Regulations, meeting the obligations under Section 91 of the Building Act 1984. Be responsible for the delivery of professional building control within a geographical area, or with selected customers, as specified by your line manager and achieve effective and efficient operation in accordance with Shore's policies and their relative priorities. To provide specialist technical advice to your team, other services, administrative and other support functions, external agencies and the public. Attend and take an active role in Management and Team Meetings, Partnership Meetings and Business Development opportunities as and when required.

Shore has established a strong reputation within the construction sector for delivery of a range of consultancy products and services. With a strong customer focus, everyone in the organisation is expected to demonstrate behaviours that reflect our core values;

***Expert – Effective - Innovative - Competitive – Consistent***

#### ***Principle Accountabilities***

- Carry out agreed procedures to provide effective and efficient building control services on a range of projects in terms of size and complexity.
- Examination of plans and other associated matters for compliance with Building Regulations and associated legislation.
- Liaise and correspond with applicants, agents, consultants or statutory bodies and members of the public.
- Prepare and provide customer quotations
- Prepare formal schedules of comments and observations and ensure effective follow up and implementation of actions highlighted as part of the inspection process.
- Have oversight of and approve initial notices for your team or as instructed by a Director.
- Carry out site inspections and testing of building works for compliance with building regulations and associated legislations.
- Ensure effective follow up and implementation of actions highlighted as part of the inspection process.
- Work on your own initiative to actively monitor and close out projects allocated to you.
- Attend (and support members of the team as necessary at) high profile meetings with existing and potential major accounts
- Seek Director involvement in any high-profile meetings with existing and potential major accounts.
- Provide Technical and procedural support to members of your team, and other Shore departments as requested.
- Take ownership of major accounts and complex projects on behalf of Shore and manage customer expectations accordingly.
- Play a key role in the development of and support to Shore's Graduate and Apprentice Training programme.
- Assist with and comply with any recommendations which come from regular audits of processes and job files. Assist when asked in the delivery of inhouse or external customer CPD sessions.
- Oversight and approval (where necessary) of surveyor quotes.
- Positively promote Shore's Building Control Service and complimentary services.
- Support, contribute and comply with quality processes as directed by departmental procedures/management.
- Advise your line manager, or other appropriate manager, if your duties and responsibilities cannot be properly performed.
- Attend any committees or working groups of Shore or the client as may be required and carry out any other associated duties as directed by your line manager.

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- To take responsibility for maintaining your own health and attendance and comply with relevant health and safety, equalities and diversity requirements for Shore.
- Demonstrate the effective use of the range of communication methods available: written, spoken, electronic, and use these methods in appropriate ways suitable to the context and situation.
- Promote good performance, developing clear, structured and efficient ways of managing workload and delivering results.
- Demonstrate the effective and efficient use of the full range of resources provided by Shore.
- Understand the needs and requirements of your customers, to provide excellent customer service, and to involve customers in the improvement of services. Highlight any Business Development opportunities that you encounter.
- Be involved, when asked, in any marketing opportunities including exhibitions, seminars and industry events.
- Actively foster good working relationships with colleagues and customers in order to collectively achieve Shore's direction and ambition and assist your team to progress towards achieving agreed goals and objectives.
- Play an active role in your structured and constructive appraisal, understand your objectives and action any appropriate development needs.
- Assist with any quality audits of processes and job files.
- To effectively communicate the organisation's vision and values both internally and externally. Promote a culture of openness and understanding, ensuring important information is shared promptly.
- Foster positive relationships with all agencies and partners relevant to the organisation.

#### ***Competencies***

- A Building Graduate holding a degree in Building Control Studies or Building Surveying or related subjects.
- Membership of a professional body, RICS, CABE or CIOB (maintaining appropriate levels of CPD).
- A minimum of five years' experience (post qualification) within a Building Control environment, carrying out plan checking and site inspections.
- Comprehensive knowledge and application of Building Regulations, Approved Inspector regulations and associated legislation together with practical and technical building knowledge.
- Ability to undertake structural appraisals of submitted designs suitable to the size and complexity of projects you are expected to work on.
- Excellent communications skills – written & oral – with the ability to communicate effectively with members of the public, colleagues and managers and external agencies.
- Clear evidence of use of Microsoft Office and/or CRM systems (Customer Data Base).
- You will have a positive attitude and will strive for continuous improvement of Shore's service and offer new ideas for the board to consider as part of future business development.
- Capable of working effectively both independently and within a team.
- Ability to effectively organise and prioritise own workload to ensure exacting deadlines are met.
- Detailed and efficient record keeping.
- A commitment to continuous improvement of the service.
- Full driving licence and use of a car.

NB. The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by the Accountable Board Director or his/her representative.