

JOB DESCRIPTION

Trainee Surveyor – Building Control

To provide administrative and technical support (or working towards providing technical support) and work towards assisting in the administration of the Building Regulations, meeting the obligations under Section 91 of the Building Act 1984. Take part in Shore's Graduate Training programme and assist in the delivery of professional approved inspector services within a geographical area, as specified by your line manager. Work towards an effective and efficient operation in accordance with Shore's policies and their relative priorities.

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

- Work with your designated team and fellow trainees to achieve your desired qualification and take part in activities as specified by your line manager and/or trainee mentor as part of the Graduate Training programme.
- Assist in carrying out agreed procedures to provide effective and efficient building control services, including examination of plans, administrative functions and other associated matters.
- Support Building Control Surveyors when carrying out of onsite inspections and testing of building works for compliance with building regulations and associated legislations.
- Positively promote Shore's Building Control Service and complimentary services.
- You will be expected to engage with Shore's Graduate Programme.
- 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.
- 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.
- Provide excellent customer service.
- Highlight to your manager 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.

Competencies

- You will be working towards or be willing to work towards an HNC or degree in Building Control Studies or Building Surveying.

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- If appropriate, you will be willing to work towards membership of a professional body, RICS, CABE or CIOB (maintaining appropriate levels of CPD).
- You will have or will develop a knowledge of Building Regulations and associated legislation together with practical and technical building knowledge.
- Excellent communications skills – written & oral – with the ability to communicate effectively with members of the public, colleagues and managers and external agencies.
- Evidence of use of Microsoft Office and/or CRM systems (Customer Data Base).
- 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.