

PRINCIPAL BUILDING CONTROL SURVEYOR Class 3 Specialist Building Inspector

Directorate: Strategic Planning and Infrastructure

Permanent role, based in Kingston with options for hybrid working

Grade L (50 to 55)



Context

Why Kingston?

This special place in South West London between the capital and the country has been a Royal Borough longer than anywhere else - it is where the first Kings of England were crowned. Kingston is set to be one of the fastest growing parts of London; and with the arrival of new infrastructure such as Crossrail 2, as well as its award winning Go Cycle scheme is at the forefront of the changing face of our City's transport.

So Kingston is changing with new commercial and residential developments, not just in Kingston Town Centre but in all parts of the Borough; in Surbiton, New Malden, Tolworth and Chessington in the rural south of the Borough. Kingston is a great environment. Kingston itself which has the River, the historic market place and Church, parks and gardens but in all its town centres has something unique to offer.

Kingston's people are well educated, innovative and entrepreneurial; the Borough has been home to great industry and creativity for many years; reflected in assets such as the Rose Theatre, the International Youth Arts Festival, and Kingston University; which boasts the more new graduate business start ups than any other.

The communities of the Borough are in the most part strong, healthy and prosperous. That said, there are people who rely on the Council and other public services to enable them to reach their potential. Like most places, our population is ageing and more people are living longer and so some people need more support to stay independent, safe and well. Kingston is a diverse Borough, not just because of this range of need, but because it is home to people from diverse and interesting cultures and backgrounds. Kingston has a large Sri Lankan Tamil community and is home to more people from Korea than any other part of the UK.

Our Ambition

Kingston is a successful place because throughout its history it has adapted and changed. It has built on its past by embracing the future. The Council wants to continue that journey and has identified the outcomes it wants to strive for with its communities:

- People achieve wellbeing independence and health lives
- People prosper and reach their full potential
- A safe and resilient community where everyone is welcome and which supports the most vulnerable
- A network of engaged communities where everyone has a voice and does their bit
- A borough that embraces growth and attracts investment for a stronger and more diverse economy
- A borough of choice and opportunity that has broken the mould to increase housing and jobs
- A sustainable borough with a diverse transport network and quality environment for all to enjoy
- A borough with an identity rich in history, heritage and creativity which drives its future

Kingston Council has an ambition to change its relationship with its communities; to be an Enabling Council. To do this it needs to reinvent itself and ensure that all its resources are used to best effect; rather than simply cutting costs and making savings - what might be termed "salami slicing". To be successful it needs to transform itself into a high performing networked organisation with a highly constructive culture where people truly flourish and reach their full potential.

Our priorities and values

The Council wants to change its relationship with our communities, our partners and the people we serve. This means:

- Enabling communities to do more for themselves
- Enabling people to be independent and be able to flourish
- Enabling good growth for businesses and our communities to thrive
- Enabling our staff to take decisions and be free of unnecessary bureaucracy
- Enabling us to use our resources and assets – human, physical and financial – to very best effect
- Enabling through services that are 'publicly designed, not necessarily publicly delivered'

Becoming an enabling council is a key principle that runs through our organisational development and is embedded in everything we do. Underpinning these priorities are the following values:

- ★ **Supportive** of trying new ideas, with the courage to change direction.
- ★ **Transparent** and connected in all that we think, say and do.
- ★ **Appreciative** of each other, recognising and celebrating success.
- ★ **Respectful** of difference and valuing diversity.

Role purpose

The Council is focused on delivering the best possible outcomes for its communities. To do this the Council needs employees who thrive in an agile and networked organisation and who can support continuous improvement within a constructive organisational culture.

To support the operational delivery, outcomes and development of the Building Control function. To implement and enforce the Building Regulations and associated legislation within the borough. The role reports to the Head of Building Control and will provide development support to wider Building Control team members.

Key activities

Performance

- Works with manager and colleagues to define outcomes, set targets and monitor performance, within a culture of continual improvement
- Supports operational plans to ensure that the resources within the teams are used to best effect and impact
- Effectively plan, manage and deliver individual workload requirements in line with service performance standards
- Assist with the development of market share as well as providing solutions to increase and generate additional income.

- To represent the service in Magistrates Court, providing witness statements where appropriate.
- Protect people's safety, health and welfare in and around the built environment.
- Take emergency action in connection with dangerous structures reported to the Council under the provisions of the London Building Acts (Amendment Act) 1939, including appointment of external contractors which can be outside normal hours. Where there is a requirement by the SSA to fulfil statutory obligations, there will be a requirement to work outside "normal working hours".
- Hold and maintain a licence with the Building Safety Regulator in line with the requirements of a Registered Building Inspector.

Customers and Partners

- Builds strong internal and external working partnerships to enable the service to be delivered in an outcome-focused and efficient way
- Supports Kingston's commitment to community cohesion and valuing diversity and social inclusion
- Maintain an awareness of external factors (including competitors, construction developments, technical seminars, government policies and initiatives, current and proposed legislation in relation to building safety) which impact the business. Communicate such information and any subsequent changes to the team, stakeholders and wider client base.
- To actively promote the service through professional presentations, where appropriate within the commercial market area. Taking a lead role in the participation within local events relating to the promotion of Building Regulations, allied legislation and service.

Digital/New Ways of Working

- Uses new technologies, particularly Google, to adopt modern, agile working practices, improve customer service and eliminating paper-based processes wherever possible.

Delivery

- Support the Building Control Manager in providing inspirational and constructive leadership to the Building Control team, encouraging innovation, professionalism and development.
- Take responsibility for monitoring the level of technical excellence and technical consistency of the team, generating additional income and driving out unnecessary waste through continuous process improvement. Embracing and implementing change and reviewing existing products, services and markets.
- Provide mentorship, guidance and career development direction to less experienced colleagues, encouraging career focus through personal development, outstanding performance and good attitude.
- Assess complex delegated Full Plans, Building Notice and Regularisation submissions promptly and within the agreed performance and statutory time periods delivering appropriate determinations.
- Undertake all necessary site inspection requests and maintain detailed site records.
- Undertake a range of additional responsibilities on behalf of the Building Control service including dangerous structures cover including out of hours, demolition notices, accessibility and fire prevention.
- To prepare reports, correspondence and notices on Building Control matters to support the active promotion and marketing of the service.
- Liaise with colleagues in Development Management services.

Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of team working and service delivery

The person

In order to successfully deliver the responsibilities of the role, you will need to:

Qualifications

- Educated to degree level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level.
- Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.
- Demonstrate competence gained in plan examination, site inspections in a specialist skill area such as structural, thermal, access, fire engineering and/or external wall systems, working at or towards Level 6A of the LABC Detailed Competency Matrix.
- Dedicated to obtaining the training and qualifications required to obtain a Building Safety Regulator (BSR) licence in line with the requirements of the Building Safety Act 2022.

Knowledge

- Demonstrate excellent knowledge of the construction industry, methods, techniques and materials.
- An excellent working knowledge of legislation, regulations and professional codes of practice relevant to the service area, including associated Building Control functions offered by a Local Authority.
- Demonstrate an excellent understanding of local government services and procedures.
- Have an excellent understanding of professional boundaries and how they impact on service delivery within the setting of local government.
- Have an understanding of financial constraints and how they impact service delivery.

Experience

- Substantial experience in Building Control and possessing the ability to effectively manage a range of projects from domestic and dwelling houses up to 5 storeys through to complex commercial, mixed use and high rise schemes, examining plans and carrying out site inspections, initiating and dealing with enforcement action.
- Experience of providing high standards of customer service across a range of diverse activities
- The post holder must be able to demonstrate, using the competency framework, the ability to carry out the duties and tasks commensurate with competency level 6A.

Skills and Competence

- Excellent written, oral, communication and presentation skills with the ability to maintain accurate records.
- Technically excellent individual who demonstrates logical methods of working, shows attention to detail and provides clear professional advice.
- Ability to thoroughly examine architects' plans, undertake site inspections and compile reports and keep written records to justify decisions made in relation to the practical application of the building regulations, within the context of any future liabilities imposed upon all Inspectors by the Building Safety Act.
- A range of good ICT skills including efficient keyboard use to produce own correspondence, email management, data input and use of relevant office programmes and software.
- Excellent interpersonal / people skills, self-motivated and a productive team player, able to co-ordinate work activities to maximise service delivery

- Ability to think & act with a pragmatic and creative approach to problem solving complex issues, breaking these down into manageable parts and think through the implications of decisions. Able to work flexibly & adapt to changing priorities.
- Ability to work on your own initiative with minimal supervision.
- Able to set challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery
- Excellent organisational and time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence

Character, Behaviour and Ethics

- Energetic and driven individual that demonstrates a solid work ethic.
- Ability to work independently as well as part of a team.
- Ability to maintain good working relationships with stakeholders at all levels, representing the Partnership in an effective and professional manner.
- Confident and self-motivated with an aptitude to think laterally.
- Confidence to challenge how things are done and offer solutions or alternatives in a constructive and personable way.
- Commitment to the organisation's aims and values for equal opportunities
- Understands the contribution the role makes to the service and organisation, thinks outside own area to appreciate the aims of other services
- Carry out all functions in a responsible, respectful and collaborative manner.

Availability, Locality and Mobility

- Full driving license and own vehicle suitable for use at work and/or access to a mode of transport which allows the post-holder to carry out the duties of the role
- Ability to work in various locations which will require the post holder to work on sites across rough terrain, climbing ladders and entering trenches
- Flexibility

Qualities

- Question and challenge ways of working, with an understanding of the bigger picture in terms of the corporate context and external environment
- Demonstrate agility and adaptability in mind set and ways of working
- Work successfully with key stakeholders within and outside of the Council
- Demonstrate commitment to own personal and professional development to meet the changing demands of the role
- Demonstrate innovation and creativity
- Actively engage in positive cross organisational communications and team working
- Communicate clearly, confidently and appropriately with colleagues using the best methods of communication for the task.