



Job Role: Surveyor Team Leader

Job Family: Specialist

Broadland District Council and South Norfolk Council

Purpose

To ensure building control regulations and associated legislation are observed and enforced.
 To participate in providing out of hours cover for dangerous structures.
 To provide day to day management and mentoring of a pool of allocated surveyors.

Key accountabilities

- Support the service manager in delivering operational goals.
- Manage the performance, development, conduct and attendance of surveyors, assistant surveyors and trainee surveyors.
- Investigate and resolve complaints (additional supplements are paid for the accountabilities above in line with the CNC market supplement).
- Administer and enforce building regulations and associated legislation, including:-
 - examining and commenting on plans for new buildings, alterations or extensions
 - making regular inspections of building work at various stages of construction
 - issuing approval to start building work and completion certificates
 - approving demolitions etc.
- Provide advice construction safety matters, new building regulations etc and advise on cost and time saving measures during construction that are compliant with safety regulations.
- Manage a portfolio of 'partner companies' with Local Authority Building Control and act as a single point of contact for their residential and commercial projects
- Support the LABC Partner Authority Scheme (PAS) vehicle.
- Supervise, train, develop and mentor trainee, graduate and assistant surveyors.
- Build and develop effective relationships with key internal and external stakeholders including local authorities, planners, surveyors and other professionals, as well as special interest groups e.g. heritage organisations.
- Maintain an up to date knowledge of building control legislation and regulations, new products and construction techniques relevant to the UK.
- Attend dangerous structures and take appropriate action in accordance with the building act, including out of normal hours.
- Provide surveying services and technical support, as required.
- Maintain records and produce regular and ad hoc reports, Board papers etc on the status of projects.

Generic skills, knowledge and experience

- Undertake **problem-solving** duties on significantly complex technical activities.
- **Responsibility** for one or more technical specialist areas.
- Technical **decision-making** duties involving significant resources.
- **Excellent communications** skills including regular presentation to stakeholders such as corporate managers, Members, Committee/Panels or other key external bodies.

Role specific skills, knowledge and experience

- Level 6 qualification on the NQF in a construction related field.
- Appropriate and relevant experience within building control or a construction related discipline.
- Appropriate and relevant experience managing a team.

OR

- Level 4 Qualification on NQF in relevant construction related discipline
- Appropriate and relevant building control experience

AND

- Full Membership of the Royal Institute of Chartered Surveyors (RICS), the Association of Building Engineers (CABE) or the Chartered Institute of Building (CIOB).
- Full UK driving license.
- Demonstrable experience in a building control surveying role within a Local Authority Building Control or Approved Inspector environment
- Capability to apply a practical approach to the interpretation of the Building Regulations and associated legislation including the ability to tackle challenges in a constructive and responsible manner
- Working knowledge of BS 9999 and BS9991
- Demonstrable capability to negotiate and influence others to achieve desired outcomes
- Capability to prepare and present specialist information and advice on complex issues and deal with any subsequent enquiries with fairness, tact and impartiality
- Awareness of Health and Safety legislation in the context of carrying out site inspections and dealing with dangerous structures
- Demonstrable evidence of excellent customer care skills
- 56-70% of this role's time will be spend on external communication.

Date: 1 September 2019