Senior Building Control Surveyors
£33,106 - £40,619pa

Acivico Ltd (a multi-disciplinary company wholly owned by Birmingham City Council) is seeking to expand its established and well respected Building Consultancy service team which provides a range of services to Birmingham City Council, other Local Authorities and a wide range of private sector clients.

Services include dealing with building regulation applications and carrying out site inspections, demolition contract management, fire risk assessments, sports grounds safety legislation and dealing with dangerous structures. We provide consultancy and building regulation service management to other local authorities and having successfully completed the CICAIR approval process in 2014 our Approved Inspector service now has a varied portfolio of clients and projects.

To meet increased demand we can offer opportunities to individuals looking for a career in building control as well as qualified and part qualified surveyors with experience of the building control sector looking to develop their career within an organisation offering a diverse and stimulating workload.

We look forward to applications from individuals who share the Acivico values of customer focus, teamwork, flexibility, first class service delivery, honesty and integrity and would enjoy working for a company offering a unique blend of private sector innovation and efficiency with a public sector ethos.

Required qualifications and experience

For the Senior Building Control Surveyor position applicants will need to have at least 4 years building control or similar construction management experience together with a minimum of BTEC Higher in building or equivalent.

*Successful applicants will also be a part of a standby rota system to attend dangerous structures out of office hours for which a standby allowance is payable (approx. 4 weeks per year).

Find out more - For further information or an informal discussion about the vacancies contact John Askew on 07766 925137 john.askew@acivico.co.uk or Richard Cymler on 0121-303-6043 richard.cymler@acivico.co.uk

Ref: AV4642016

Closing date for applications is 13th November 2016

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
Job Description

Post: Senior Building Control Surveyor

Salary/Grade: GR5

Division: Acivico (Building Consultancy) Ltd

Section:

1. **Job Purpose**
   
   1.1 Provide technical expertise and decisions to enable Birmingham City Council (BCC) to implement and enforce the Building Regulations, parts of the Building Act and any other allied legislation as defined within the agreement between BCC and Acivico Building Consultancy.
   
   1.2 To provide a comprehensive building control service to clients, developers and the building industry and manage the delivery of the services under the Approved Inspector's regulations.
   
   1.3 To liaise with colleagues in BCC in connection with shared interests in development.
   
   1.4 To work flexibly on any team within Acivico Building Consultancy according to workload requirements of the service.
   
   1.5 To exhibit and endorse the stated vision, values and behavioural traits of the organisation.
   
   1.6 Support the Principal Consultant, Operations Manager to contribute knowledge and experience into a market-led/customer-focused business plans aimed at growing the reputational value, customer base and profitable income of Acivico.

2. **Duties and Responsibilities**

   2.1 Duties and responsibilities may include any of those detailed below and may be varied according to the needs of the designated service area(s). They may also include any other duties that are commensurate with the grade and nature of the post. There is an expectation that the post holder will develop in line with key 'strengths' to ensure flexible and integrated working across the organisation.

   2.2 Implementation of Building Regulations and allied legislation in order to advise and consult with clients, architects, agents contractors, builders, the general public, other external organisations and service areas on behalf of BCC, managing the delivery of services under the Approved Inspector's Regulations.

   2.3 To provide a quick, technically excellent service that provides value for money.
2.4 Dealing with on-site work to ensure compliance with Building Regulations and associated legislation in connection with full plans route and building notice applications including the examination of deposited plans for conformity with Building Regulations and other mandatory requirements.

2.5 In conjunction with BCC the administration and enforcement of statutory building control legislation in connection with proposals to carry out building work.

2.6 To ensure compliance with building regulations and to act in the consultancy role to provide an effective and efficient service level delivery including the checking, recording and initiating invoicing of inspection fees.

2.7 Implementation of the Building Act and other legislation that is the responsibility of the Planning and Public Protection Committee or within the BCC contract.

2.8 To provide a comprehensive building regulation / control advice / consultancy service to BCC, clients, developers and members of the building industry.

2.9 To deal with situations arising from dangerous structures during a normal working day.

2.10 To provide a level of service to clients to the standard required by the service area.

2.11 To contribute to and support new business sales and marketing campaigns related to the team.

2.12 To generate income to achieve or exceed agreed financial performance targets.

2.13 To build and develop collaborative relationships with colleagues, key customers, and stakeholders.

2.14 To maintain an awareness of external factors (including competitors, construction developments, government business initiatives, current and proposed legislation in relation to commercial activities) which impact the business; communicating such information and any subsequent changes to the Team.

2.15 To contribute to and support the development and implementation of improved professional services including service improvement, customer satisfaction, public relations, marketing, performance management and other emerging business initiatives.

2.16 To represent the company externally e.g. at networking events, conferences and exhibitions to enhance and strengthen the company’s profile and optimise all business development opportunities.

2.17 To demonstrate excellent negotiation and influencing skills to benefit the organisation.

2.18 To provide a contract administration service

2.19 Responsibility for line management and/or a portfolio of clients/work stream/projects.
2.20 Responsibility for retaining existing clients, securing new clients and new income streams.

**Operational Performance**

2.21 To work as part of a high performing team geared to providing exceptional customer service and demonstrating commercial acumen in line with Acivico’s vision, values and overall business strategy.

2.22 To focus on striving for excellence by driving out unnecessary waste through continuous process improvement.

2.23 To contribute to ensuring that all commercial activities meet or improve on budget, cost and efficiency targets (Key Performance Indicators) in line with business objectives.

2.24 To ensure compliance with all the requirements of Acivico’s Quality System BS EN ISO 9001 and ISO 14001.

**People Skills**

2.25 Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.

2.26 To comply with the full range of relevant HR procedures in accordance with Acivico’s policies.

2.27 To ensure compliance with all statutory requirements (e.g. health & safety etc.) and the implementation of a positive Health & Safety culture that has ownership at all levels.

**Finance and Commercial (Contracts) Performance**

2.28 To contribute to the profitability, efficiency, continuous development and compliance of any client contracts/agreements within the service area.

2.29 Any other duties as commensurate with the post.

**Contacts:**

2.30 All people involved in the building and construction industry who submit work to Acivico Building Consultancy.

2.31 Clients/organisations submitting schemes for Building Regulation approval.

2.32 The public, members of the Council and other BCC employees.

2.33 Peers and Senior Officers within Acivico
3. **Supervision Received**

3.1 **Supervising Officer Job Title**

Principal Client Consultant
Operations Manager

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

N/A

5. **Special Conditions**

- At Grade 5 level the post holder will be a member of a rota that provides a 24hr emergency call out service city wide.

Observance of the City Council’s Equal Opportunities Policy will be required.
Person Specification

**Job Title:**  Senior Building Control Surveyor  
**Grade:**  GR5  
**Division:**  Acivico (Building Consultancy) Ltd  
**Section:**  

**Method of Assessment (M.O.A.)**  
A.F. = Application Form; I. = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Experience</strong> (Relevant work and other experience)</td>
<td>1. Experience of working as a Building Control Surveyor or equivalent dealing with all principal types of buildings.</td>
<td>AF/I</td>
</tr>
</tbody>
</table>
| **Skills and Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Good written and verbal communication skills.  
2. Knowledge of building construction.  
3. Awareness of planning legislation.  
4. Ability to deal with people at all levels.  
5. Supervision of building work.  
6. Ability to demonstrate effective time management and personal work planning skills.  
8. Ability to discuss and give advice on building regulation / allied legislation matters with an empathetic and solutions based approach.  
9. Administration of construction work to ensure compliance with the Building Regulations/allied legislation.  
10. Ability to discuss and decide on solutions related to design principles in connection with building regulation / allied legislation and building construction matters which are the responsibility of Acivico Building Consultancy.  
11. Ability to supervise staff. | I/T/P  
| **Training**                          | Willingness to undertake training as required.                           | I      |
| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | 1. BTEC Higher in Building or NVQ level 4 in building control.  
2. A full UK Driving Licence is required. | AF/C   |
| **Other**                            | 1. At Grade 5 Level the post holder will be a member of a rota that provides a 24hr emergency call out service city wide.  
2. A driving licence and a car are required to be able to carry out the duties specified. The post holder will be required to provide a car to use in the post for which an allowance will be paid; the allowance is detailed in the Birmingham Contract. | I      |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.