Graduate Building Control Surveyors
£19,238 - £24,717pa

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**

Applicants for the Graduate Building Control Surveyor will hold a degree in building surveying or a similar construction discipline.

*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: AV4652016

**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: Graduate Building Control Surveyor          Salary/Grade:    GR3

Division: Acivico (Building Consultancy) Ltd
          Team

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 assist in providing a comprehensive building control service to clients, developers and the building industry.

   1.3 To liaise with BCC in connection with shared interests in development.

   1.4 To work on any team within Acivico Building Consultancy according to workload requirements of the service.

   1.5 To organise and progress assigned work with the limited supervision of senior officers.

   1.6 To assist business support activities including registration of applications, keeping records of competent persons, notifications / initial notices.

   1.7 To assist with business development and marketing activities including Celebrating Construction / Built in Quality Awards.

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 in BCC.

   2.3 To provide a quick, technically excellent service that provides value for money.
2.4 To ensure that registration and examination of deposited plans are submitted for conformity with Building Regulations meet with mandatory requirements.

2.5 To provide pre-consultation advice including checking, recording and initiating invoicing of inspection fees.

2.6 To dealing with on-site work to ensure compliance with Building Regulations and associated legislation in connection with full plans route and building notice applications.

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

2.8 To ensure compliance with building regulations and to act in the consultancy role to provide an effective and efficient service level delivery.

2.9 Implementation of the Building Act and other legislation that is the responsibility of the Planning and Public Protection Committee in order to protect the public from rogue traders.

2.10 To liaise with BCC to ensure correction of Building Regulation Contraventions are adhered to in order that the detection of unauthorised building and investigation of complaints made on building regulation matters are dealt with.

2.11 To provide technical expertise and decisions to BCC on the administration and enforcement of legislation in connection with public safety in buildings and stadia.

2.12 In conjunction with BCC, ensure that the administration and enforcement of legislation in connection with dangerous buildings is adhered to.

2.13 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.

Contacts:

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

2.15 Clients / organisations submitting schemes for Building Regulation approval.

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

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

3.1 **Supervising Officer Job Title**
Principal Client Consultant

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**

   - located within a team according to workload requirements.

   - Flexibility of staff within Acivico Building Consultancy to meet fluctuating workloads and staff resources is essential.

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

**Job Title:** Graduate Building Control Surveyor  
**Grade:** GR3  

**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.

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| **Experience**  
(Relevant work and other experience) | 1. Experience / work experience in the construction industry or a construction related professional service.  
3. Experience of managing a number of conflicting priorities effectively to achieve business objectives. | AF/I  
AF/I/T  
AF/I |
| **Skills and Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Ability to communicate effectively at all levels within an organisation both orally and in writing.  
2. Ability to work on own initiative with a proactive approach to all tasks, including an ability to plan ahead to ensure business objectives are met.  
3. Ability to discuss and give advice on building regulation / allied legislation matter with an empathetic and solutions based approach.  
4. Ability to administer construction work, ensuring compliance with building regulations / allied legislation.  
5. Ability to work flexibly as part of a team environment, providing cover when needed.  
6. Ability to discuss and decide on solutions related to design principles in connection with building regulation / allied legislation and building construction matters.  
7. Ability to supervise building works. | AF/I/P  
I  
I  
I  
AF/I  
I/T  
AF/I |
| **Training** | Willingness to undertake training as required. | I |
| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | 1. B. Sc Building Surveying / B. Sc Building Control Surveying or similar construction qualification at degree level. | AF/C |
| **Other** | A driving licence and car are required 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.