

Building Control Officer – 9 month limited term contract

Grade SO1, SCP 27 – 33 (£38,256- £46,135)

A temporary vacancy is available within our Building Control Team. You should have a formal qualification or relevant experience in the building/construction industry, good communication and written skills, experience in Building Control, be capable of carrying out a variety of site visits, have the ability to check plans for compliance with relevant regulations and attend unsightly properties and dangerous structures.

For an informal chat about the role you can give Paddy Hutton, Building Control Manager (696376) a call. Full details of the temporary role, job description and selection criteria can be found by visiting the Council's website (www.douglas.im) or by calling the Human Resources Section (696455).

Closing date for submission of applications is **Thursday, 25th July 2024 at 5.00 pm.**

Miss K J Rice, Chief Executive, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD
Douglas City Council is committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

DOUGLAS CITY COUNCIL JOB EVALUATION SCHEME JOB DESCRIPTION

DEPARTMENT	Environment & Regeneration
SUB-SECTION	Building Control
DESIGNATION	Building Control Officer
REPORTS TO	Building Control Manager
DURATION	9-month limited term contract
GRADE	SO1, Spinal Column Points: 27 – 33
HOURS OF DUTY:	Monday – Friday (37 hours per week) (daily: 8.45 am – 5.15 pm with 1 hour 10 minutes for lunch)

MAIN PURPOSE OF THE JOB

Support the building control function and manage a personal workload undertaking duties relating to the enforcement of Building Regulations. Ensure building matters are administered in accordance with all appropriate legislation within both legally defined and Council imposed time limits. Assist with additional duties relating to town and country planning, unsightly property and dangerous structures. At all times provide and promote a high level of customer service within the work of the building control service. Provide cover in the absence of the Building Control Manager as may be required.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

- 1 Provide professional advice and guidance to individuals and organisations with matters relating to the built environment of Douglas including Building Regulations, planning, archived records and photographs, demolitions, and flat registrations.
- 2 Investigate potential breaches of Building Regulations and use best judgement to resolve any breaches where possible without the need to resort to formal legal action.
- 3 Verify validity of Building Regulations applications submitted through the electronic application system.
- 4 Examine and assess assigned applications for compliance with all aspects of Building Regulations
- 5 Communicate with and provide advice to applicants or their agents on any necessary amendments or additional information required to achieve compliance.
- 6 Take all appropriate action whether formal or informal to deal with any unsatisfactory building work or any unauthorised construction.
- 7 Liaise and communicate with consultees and relevant parties internal (e.g., Waste Services, Rates) and external (e.g., Isle of Man Fire and Rescue Service, Manx Utilities, Environmental

Health, Health & Safety Executive) regarding compliance with Building Regulations and duties associated with planning, unsightly properties and dangerous structures.

- 8 Liaise with professional structural and fire consultants regarding the compliance of complex elements of an application.
- 9 Be responsible for formal approval or rejection of Building Regulations applications:-
- 10 Be responsible for undertaking inspections on site of work in relation to Building Regulations, unsightly properties, and dangerous structures.
- 11 Be responsible for creating and maintaining accurate and detailed records, ensuring such records are to a sufficiently of a high standard and not generalised in content for use as evidence in criminal proceedings.
- 12 Prepare and issue formal notices where breaches of the Building Regulations have occurred.
- 13 Prepare evidence for proceedings in relation to breaches of the Building Regulations; or as a result of action taken in relation to unsightly property and dangerous structures. Attend Court as required.
- 14 Ensure performance standards are met in relation to deposited applications, site inspections and site records in accordance with the Council's Corporate Plan.
- 15 Be one of the Council's points of contact in relation to dangerous structures and;
 - a. In the absence of the Community & Enforcement Manager respond to reports relating to dangerous structures and be responsible during the initial response stage for investigation, assessment, decision making and liaison with relevant internal and external parties including building owners, emergency services, utility companies, consultants and Government agencies to develop and implement a suitable response to eliminate immediate danger and be responsible for emergency decision making in the interests of the preservation of life and property in liaison with senior management whenever possible
 - b. assist the Community & Enforcement Manager (or other managers) in relation to other aspects relating to dangerous
- 16 Assist with the implementation of current policies in relation to dilapidated properties considered detrimental to the Borough's amenity and environment using a combination of informal and enforcement actions. Inspect premises to identify condition and assist with enforcement duties where necessary to ensure properties are brought back into an acceptable condition.
- 17 To assist with the assessment of planning applications with regard to their impact on Douglas Borough Council and the local amenity area including the preparation and presentation of reports and appraisals.
- 18 Ensure site safety requirements are observed at all times including risk assessment of hazardous site conditions and personal safety. Use correctly and maintain personal protection equipment. Attend site induction sessions and observe specific site requirements.
- 19 Establish through research at the Company Registry and Probate Registry the ownership of properties.

- 20 Respond to property search enquires, having regard to any Council imposed response times.
- 21 Be fully conversant with the Island's building legislation and keep up to date with directives, circulars, guidance notes and other material and literature relevant to building control.
- 22 Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
- 23 Comply at all times with the Council absence reporting procedures ensuring line manager is immediately advised on any occasion when ill-health prevents attendance at work.
- 24 Ensure total compliance with the Council's 'Smoke Free Workplace' policy.
- 25 Ensure the line manager is kept fully informed of any issues of a significant, important, personnel nature including those that may have sensitive political or corporate implications.
- 26 Compliance with the provisions of the Isle of Man Data Protection Act 2018, Freedom of Information Act 2015, Council's Constitution, policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
- 27 Responsible for ensuring all health and safety requirements are met and that all Building Control Services areas are maintained to a good standard of repair and cleanliness. Ensure Building Control Services employees take all appropriate and reasonable precautions to protect themselves, the public and other staff, from any risks arising from Building Control Services operations. Ensure the application of Fire, First Aid and Safe Working Practices.
- 28 Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
- 29 Ensure compliance with Health & Safety and Risk Assessment requirements and Council policies and procedures.
- 30 Responsible for any other matters which arise from time to time commensurate with the status of the post.
- 31 Such other duties of a similar level of responsibility as may from time to time be required by the Building Control Manager or Assistant Chief Officer (Regeneration).

SELECTION CRITERIA

Essential

- 1 A formal qualification, or relevant experience, in the building/construction industry.
- 2 Sound knowledge of building construction, site management techniques, building control legislation and planning regulations gained from sufficient work experience.
- 3 Experience of working on complex projects meeting deadlines and performance targets.
- 4 Experience of working in an office and site based environment dealing with members of the public and customers at all levels.
- 5 Ability to interpret building plans and determine relevant measurements including taking site levels and measurements out on site.
- 6 Effective written and oral communication, organisational and negotiating skills with an eye for detail as well as the ability to write clear and accurate reports.
- 7 Awareness of and adherence to health and safety procedures with regard to self-awareness whilst carrying out duties on construction sites.
- 8 Ability to work effectively and harmoniously with others as part of a team by developing and maintained good working relationships with a wide range of stakeholders.
- 9 Ability to work on own initiative with minimal supervision, prioritise workload, cope with sustained high levels of workload and work under pressure.
- 10 Self-motivated with demonstrable commitment to personal, professional and technical development and training.
- 11 Ability to work flexibly ensuring work demands are met.
- 12 IT literate and knowledge of specific building control software packages.
- 13 Full and valid driving licence.

Desirable

1. Membership of a recognised relevant Institute (e.g., CIOB, RICS).
2. Experience of local government with an understanding of delivering and managing customer facing services.
3. An understanding of the operations and functions of a local authority.
4. Knowledge of the Council's Standing Orders, Financial Regulations and the Isle of Man Government Procedures for Capital Projects (including requirements for petitioning purposes).
5. Political sensitivity.