



LONDON BOROUGH OF MERTON
ENVIRONMENT AND REGENERATION DEPARTMENT
JOB DESCRIPTION

POST TITLE: Principal Surveyor, Building Control

Grade: ME16

DIVISION/SECTION: Planning and Public Protection, Building Control
Section

Location: Merton Civic Centre

Responsible to: Building Control Manager

Responsible for: Management of the Building Control Service leading a team
of 8 building surveyors

Post number: ES102

Date: December 2010

1. MAIN PURPOSE

- 1 To lead a team of building control surveyors to ensure that a high quality customer focussed service is provided to create a safe, accessible and environmentally friendly environment for people within the London Borough of Merton.
- 2 To ensure the efficient and effective management of the Building Control Team to ensure that it maintains its market share of the business in accordance with the Building Control Policy Statement.
3. To organise and structure the work required to meet the statutory requirements of the Building Regulations and other legislations specifically required by the Policy Statement.
4. To provide an input in to Departmental and Corporate initiatives/project where building control and accessibility expertise and professional knowledge is required and lead on specific projects in particular to

ensure compliance with the Building Regulations and the Council's sustainability policies.

5. To deputise for the Building Control/Development control Manager in his/her absence in relevant areas of work.
6. To take specific responsibility for public safety at sports grounds within the Borough.
7. To participate in the call-out arrangements throughout the year to deal with dangerous structures and take direct action where appropriate to safeguard the public from any perceived dangers from structures in accordance with the relevant legislation.

2. MAIN DUTIES AND RESPONSIBILITIES

1. To manage and motivate the Team, co-ordinate work programmes and allocate work tasks, allocation of work and undertaking projects in the Borough for which the post holder is responsible.
2. To advise senior management of any particular service difficulties that may arise due to the demand on the service and prepare proposals for resolving any shortcomings including policy variations taking into account the overall pressure on the service throughout the Borough.
3. To implement statutory and policy requirements and ensure that the provision of the service is maintained and responds to variations in workload.
4. To advise senior management of cases where urgent actions are required which may compromise existing major policies and procedures and to recommend the course of action to be taken.
5. To deal with Building Regulation submissions, examine plans and particulars deposited with the Council, to carry out site visits and make appropriate decisions relating to major construction proposals. To ascertain their suitability and give necessary advice and recommendations for amendment to those proposals.
6. To negotiate with senior managers and consultants on the areas of work to consider and prepare proposals relating to safety at sports grounds making sure that detailed surveys are completed that are required by the legislation and monitor safety at the sports grounds
7. To participate in the provision of a 24 hour service to deal with emergency such as fires, building dangers and other incidents ensuring that public safety is maintained.
8. To deal with application for determination and applications that are presented to the Conciliation Service operated by the London District Surveyors Association.

9. To attend Committee and other meetings as required.
10. To prepare proofs of evidence and attend court as a professional witness when required.
11. To be available as required to appraise structures to determine their stability and take appropriate action to maintain public safety.
12. To advise on the suitability of building materials and construction methods to satisfy the Building Regulations.
13. To ensure that the service is provided in accordance with the quality systems and to advise on any recommended changes to the quality system to improve the efficiency of the service.

3. RESPONSIBILITIES AND DECISIONS

1. To keep up to date with legislative changes arranging for training of staff and appropriate policies for the staff are put in place to ensure that overall compliance with the Building Regulation in accordance with the Building Control policy is maintained.
2. To represent the Department as required at meetings both within the Council and with external bodies and present reports and offer advice to Members where decisions regarding access, safety and compliance with the Building Regulations.
3. To be responsible for the service provision of the Team having regard for national and local performance indicators, standards and requirements.
4. To provide reports, information, advice or guidance to the Council on various safety, accessibility and sustainability issues.
5. To manage the Quality Management System sufficient to ensure that the needs and expectations of our customers are met, to achieve competitive advantage, maintain and improve the overall organisational performance and capabilities of the Building control Service.

4. PROFESSIONAL EXPERTISE

1. To introduce and review policies, advice and procedures in the light of new legislation, guidance and procedures.
2. To manage the customer focus of the service dealing with complaints and assessing the implications of the results of the customer service survey to ensure that the service is cost effective and efficient.

3. To manage initiatives to promote sustainable development across Council services and with external partners including corporate initiatives.
4. To comment on proposals from and provide information to Government agencies and professional bodies working in the service area.

5. FINANCIAL RESPONSIBILITIES

1. To maintain awareness of the funding regime for the service provision.
2. To contribute towards the preparation of the Section's resources, performance plan and work programmes generally and insist the Section Manager provides effective management of the Section's budgets.

6. RECRUITMENT AND TRAINING

1. To initiate arrangements for the appointment of staff for the team including temporary and agency staff and students/working experience staff.
2. To review job descriptions and person specifications and organise short-listing and interviewing to ensure effective monitoring of staff performance including carrying out of staff appraisals and identifying staff training needs.

7. CORPORATE REQUIREMENTS

1. Carry out all the duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care practices and take a proactive role in their development and implementation.
2. To develop and manage the delivery of service within the postholder's responsibilities by electronic means specifically in accordance with the Government targets for e-government and implement new ICT systems to liaise with ICT staff.
3. To ensure that all staff reporting to the post holder are aware of their corporate and departmental health and safety policies and procedures and are trained in their implementation as necessary.
4. To monitor the implementation of the health and safety policies and to report any shortfalls identified through experience of their operation to the Building Control/Development Control Manager.
5. To carry out any other duties appropriate to the grading of the post as required by senior management.