



**MALDON**  
DISTRICT COUNCIL

**Senior Building Control Surveyor  
(Part 1 – Job Description)  
(2645PPG)**



<b>Job Title</b>	<b>Senior Building Control Surveyor</b>
<b>Service Area</b>	<b>Place Planning and Growth</b>
<b>Grade</b>	<b>H</b>
<b>Job Reference</b>	<b>2645PPG</b>

<b>Reporting to</b>	<b>Responsible for</b>
Building Control Team Leader	None

<b>Team Purpose</b>
<ul style="list-style-type: none"> <li>• Deliver safe, lawful and effective housing, building control and regulatory services that support residents to live in secure, suitable and well-managed homes.</li> <li>• Ensure building control services operate in line with statutory duties, regulatory requirements and council policies.</li> <li>• Enable the delivery of building control services that protect health, safety and wellbeing across the district.</li> <li>• Work collaboratively with internal services, partners and agencies to support effective regulatory outcomes.</li> <li>• Support the council's wider place, growth and wellbeing objectives by maintaining safe, compliant and sustainable buildings.</li> <li>• Promote continuous improvement, consistency and good practice across building control services.</li> </ul>

<b>Role Purpose</b>
<ul style="list-style-type: none"> <li>• Ensure compliance with building legislation, approved documents, and associated guidance, promoting high standards of safety, quality, and sustainability.</li> <li>• Enable the delivery of an effective, efficient, and customer-focused building control service across residential, commercial, and public sector developments.</li> <li>• Ensure and develop consistent, accurate, and timely inspections, enforcement, and advisory services to maintain public safety and statutory compliance.</li> <li>• Ensure that enquiries, complaints, and complex cases are investigated and resolved effectively, using professional judgement and technical expertise.</li> <li>• Effectively manage, mentor, and support junior surveyors and other team members, fostering development and maintaining high performance standards.</li> </ul>



- Be a role model for the service, demonstrating authenticity, integrity, resilience, and professionalism, and promoting effective communication, continuous professional development, and wellbeing within the team.

### Key Accountabilities

- Manage own building control casework, ensuring all inspections, approvals, and enforcement activities are completed efficiently, accurately, and in compliance with legislation.
- Provide expert technical advice on complex building control matters to colleagues, developers, contractors, and the public, ensuring solutions are practical, safe, and compliant.
- Mentor, support, and develop junior surveyors and other team members, promoting knowledge sharing, continuous professional development, and high-quality service delivery.
- Monitor and review building control processes, identifying opportunities for continuous improvement, innovation, and enhanced customer experience.
- Ensure timely, accurate, and clear record-keeping, reporting, and documentation of inspections, enforcement actions, and statutory notices.
- Collaborate with internal and external stakeholders, including planning, environmental health and developers, to deliver integrated and effective building control outcomes.
- Support the service in achieving performance objectives, service targets, and compliance with corporate strategies, policies, and best practice standards.

### Ways of Working

<b>Collaborative working</b>	<p>Demonstrate self-awareness and an understanding of the values of others to build effective working relationships.</p> <p>Develop and maintain relationships with both internal and external customers, interacting through multiple channels.</p>
<b>Customer Service</b>	<p>Playing a leading role in championing the customer and a customer focussed approach to service delivery.</p>
<b>Supporting corporate projects</b>	<p>Provide input to service specific projects.</p> <p>Input to and implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the council.</p>



<b>Ways of Working</b>	
<b>Performance</b>	<p>Ensuring a focus on team performance.</p> <p>Provide staff with positive leadership, guidance, coaching, direction, and motivation that harnesses the strengths and talents of individuals, achieves their maximum contribution to the organisation and promotes their personal development.</p>
<b>Budget management</b>	<p>Ensure the service budget is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council.</p>



## (Part 2 – Person Specification)

### Qualifications

- Educated to degree level in a relevant subject (e.g., Building Surveying, Civil Engineering, or Construction Management) or equivalent professional experience.
- Chartered or accredited membership of a relevant professional body (e.g., Royal Institute of Chartered Surveyors (RICS), Chartered Institute of Building (CIOB), or (CABE) Chartered Association of Building Engineers.
- Evidence of Continuous Professional Development (CPD) to maintain up-to-date knowledge of legislation, standards, and best practice in building control.
- Demonstrable experience in advanced building control practices, including statutory compliance, inspections, enforcement, and appeals.
- Professional or specialist qualifications in construction, fire safety, energy efficiency, or accessibility standards (desirable).
- Must be registered with the Building Safety Regulator to perform building control work within England. Minimum hold of RBI registration with the Building Safety Regulator for Class 2A or above.

### Knowledge, Experience, Skills and Ability

#### Knowledge

- In-depth understanding of building control legislation, regulations, and guidance, including the Building Act, Approved Documents, and relevant statutory requirements.
- Working knowledge of construction methods, materials, and structural principles across residential, commercial, and public sector developments.
- Awareness of health and safety legislation and risk management practices in construction and inspection work.
- Understanding of council governance, statutory obligations, and service delivery frameworks within a local authority context.
- Knowledge of current and emerging trends in building regulations, sustainability, fire safety, and accessibility standards.

#### Experience

- Significant experience in building control surveying, including inspecting, advising, and enforcing compliance on complex cases.
- Experience of supporting junior staff, balancing workload and priorities (Desirable).



## Knowledge, Experience, Skills and Ability

- Experience of providing professional advice to stakeholders, including developers, contractors, and members of the public.
- Experience of working with process improvements and contributing to service efficiency and customer satisfaction.
- Track record of handling complex enforcement cases, disputes, and complaints in line with legislation and council policy.
- Experience of working in a public sector or local authority environment is highly desirable.

## Skills and Ability

- Proven ability to manage own workload and priorities in a fast-paced, multi-project environment.
- Strong communication skills, including the ability to explain technical information clearly to non-specialists.
- Ability to analyse complex technical issues, identify solutions, and make informed, professional decisions.
- Competent in the use of digital tools, case management systems, and Microsoft Office applications.
- Strong organisational and record-keeping skills, ensuring accurate documentation of inspections, decisions, and enforcement actions.
- Confident in presenting to internal and external stakeholders, including senior management and community groups.

## Special Requirements

<b>Emergency Planning</b>	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.
<b>Election Duties</b>	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
<b>Political Restrictions</b>	This role is not politically restricted.
<b>Disclosure Barring Scheme</b>	This role does not require a DBS.

## Standard Terms

1. To comply with appropriate legislation, service and council policies.
2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures.



	3. To support and be committed to the council’s policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment.
	4. To support the council’s equalities and diversity policies.
	5. To operate within the council’s IT policies and data protection rules and regulations.
	6. To operate within the council’s financial regulations.
	7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines.
	8. To participate in internal committees and departmental working parties to ensure continuous improvement as required.
	9. Any other reasonable duties as may be required from time to time

### Competency Framework

Central to the delivery of the role are the council’s values and behaviours and all employees are expected to work within the council’s Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

<b>Maldon behaviours [competencies]:</b>	
<b>Core Competencies - All Workforce</b>	
<b>Communicating</b>	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
<b>Managing and Leading People</b>	Providing direction and support to those we work with to ensure service excellence.
<b>Customer Focus</b>	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
<b>Planning and Managing Work</b>	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
<b>Analysis and Problem Solving</b>	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
<b>Initiative and Decision Making</b>	Taking the right action, based on what we know and being responsible for what happens.
<b>Developing Self</b>	Committed to developing own skills, knowledge and abilities to enhance capability.

<b>Leadership Competencies</b>	
<b>Providing Direction</b>	Shaping a vision and environment that enables, inspires and influences others, providing them with a clear sense of direction and purpose.



<b>Collaborative Working</b>	Developing alliances and engaging effectively with partners and stakeholders for the benefit of the Council.
<b>Change Management</b>	Embracing change and continuous improvement for a more effective Council.
<b>Achieving Success</b>	Providing excellent leadership to help others perform at their best and create effective and efficient service delivery.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

**Key Policies**

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

<b>Signed (Job Holder):</b>		<b>Date:</b>
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