

Job Pack

**Principal
Building
Control
Surveyor**



Lewes District Council



Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

We are able to offer our staff a range of benefits and access to discounts as follows:

- Membership at local leisure centres who are part of Wave Leisure across the District and Borough and at the Sovereign Centre in Eastbourne.
- Kaarp Benefits which are only available to Local Government employees and includes between 3 and 4.5% savings at supermarkets when purchasing a gift card as well as savings on attractions and discounts on many other things.
- Chorus Workplace Savings Scheme
- Boundless which includes up to 10% off high-street and supermarket goods through discounted pre-paid shopping cards.
- CSSC which includes free entry to a number of tourist attractions and a free tastecard as well as discounted cinema visits and 4% saving on supermarket shopping through pre-paid shopping cards.
- Public Sector Discounts – by paying £9.99 for a Black Card £2.99 staff are able to access discounts such as 2.5% cashback – ASDA, 3.5% cashback – Sainsbury's, Waitrose and M&S, 4.5% cashback on B&Q and Primark and 5% cashback – Boots, Carpetright, Clarks, feelunique, Halfords, Harvester, John Lewis, National Express, New Look, River Island, Body Shop, Nike, The White Company, The Works, Waterstones, Wilko etc.
- Easit – the Councils have joined the Queens Award winning easitNETWORK group through which we hope to influence travel behaviour in the area by providing a full range of transport options to encourage staff to adopt more sustainable commuting habits. EasitNETWORK is a social enterprise, not for profit organisation that is all about sustainable travel. Our staff can benefit from many transport discounts including 15% discount on Southern rail journeys across the network (except central London zones 1,2,+ 3); including peak time travel; 10% discount at Halfords on all bikes, cycling accessories, servicing and parts; 15% discounts on monthly and annual bike insurance and 25% discount on new, electric, folding Beat Bikes.
- Eyesight tests vouchers are available for all drivers and computer users which include a discount off selected glasses and when glasses are required solely for VDU use.
- Vouchers for fully funded flu vaccinations through Boots which staff can redeem, arrange and book at a participating Boots Pharmacy of their choice.
- Cyclescheme - The UK's leading provider of the cycle to work scheme and the founding member of the Cycle to Work Alliance. It enables our staff to get a bike tax-free, saving between 25-39%. Participants can choose from over 2,000 retailers and enjoy the ability to shop in-store or online.

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- We also understand that balancing everyday life together with the requirements of work and home can create pressures for all of us. To support our staff in achieving this balance we have an Employee Assistance Programme (EAP) in place. Our EAP is currently provided by Health Assured an independent external organisation who work to a robust professional code of strict confidentiality.
 - They offer both emotional and practical support to our staff when they feel they need it. They also have qualified legal advisors who will assist with any legal matters. They will provide advice and guidance on matters such as writing a will, tenancy and housing concerns, divorce procedures, boundary disputes, probate costs, motoring issues, property and partnership rights and immigration information.
 - Our EAP is available 24/7, 365 days and year. As part of this service we are also able to offer staff access to an app where they can find useful articles and webinars alongside an enhanced set of wellbeing tools and engaging features to support wellbeing and wellness.
 - Within the Councils we have a number of staff trained to provide 'first aid' to staff experiencing mental health issues. Mental Health first aiders are trained to listen, reassure and respond, even in a crisis – and even potentially stop a crisis from happening.
 - They are able to empower others to access the support they might need for successful management of symptoms. This could include self-help books or websites, accessing services via their GP, the EAP, other support groups and more.

Job Description

Post Title	Senior Building Control Surveyor Principal Building Control Officer
Department	Service Delivery
Division	Building Control
Grade / salary	E / F
Reports to	Head of Building Control
Date prepared	April 2025

Job Purpose

- To undertake technical assessments / activities on Category A-F building types and make decisions on those assessments for the purpose of ensuring health, safety, welfare and convenience of people in and about buildings.
- To input and deliver appropriate areas of the Corporate Strategy and associated policies and plans.
- To provide technical input to corporate projects and strategic programmes.
- Guide advice and mentor other specialists and caseworkers in the professional area of Building Control
- Accountable for complex cases
- Be competent in fire safety regulations and other professional standards/accreditation.

Key Tasks

Level 1 Senior Building Control Officer

1. To deliver a specialist, professional service with high standards of advice and support and resolving cases of varying complexity as they arise.
2. Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy.
3. Being accountable for complex or contentious applications, cases and inspections, ensuring satisfactory resolution and liaising with external agencies and partners including courts and other formal bodies.
4. Support, guide and advise other surveyors and support team caseworkers delivering the service on less complex cases and enquiries.

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5. Inspect dangerous structures and take appropriate action as necessary, including instructing specialists to carry out emergency works, issuing notices and attending court. (May include out of hours contact)
 6. Prepare and present reports to internal and external meetings.
 7. Provide technical expertise and input for the commercial development of the Building Control service where there is market competition.
 8. Ensure personal, professional development is maintained to the required standards.

Level 2 Principal Building Control Officer

As above and;

9. Help develop new commercial partnerships to grow business and increase income for the Building Control service.
10. Support the review of fee setting for the service area
11. Handle the most complex and sensitive building control applications within band of competence
12. Support and monitor service complaints where appropriate.
13. Deputise for the Head of Building Control when and where necessary.

Corporate Accountabilities

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
4. To understand and apply the council's Data Protection and Data Quality policy and procedures.
5. Any other duties commensurate with the nature of the post.
6. This role is considered to be safety critical and will therefore be subject to the councils' drugs and alcohol policy which is contractual. The policy is available in full to all staff appointed to this role and will be applicable for the duration of their employment in this or any other role considered to be safety critical.

7. To work within the councils' Core Competency Framework. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision – Shaping the Future	<ul style="list-style-type: none">• Understands the councils' purpose, goals, objectives and values, and is willing to behave consistently with them.• Knows the strategic direction of the council and acts in support of it.
Communicating Well	<ul style="list-style-type: none">• Provides the right information to the right people, at the right time, via the right method.• Works positively to gain understanding from others.
Driving Improvement, Performance and Results	<ul style="list-style-type: none">• Takes responsibility and ownership for decisions, actions and results.• Takes actions to improve skills, knowledge and level of contribution.• Seeks and delivers high standards for self, team and council.
Self Management – self motivated and professional	<ul style="list-style-type: none">• Is organised and uses time and technology efficiently. Adopts a flexible approach to change.
Delivering for our Customers	<ul style="list-style-type: none">• Demonstrates a desire to identify and give priority to meeting the needs of internal and external customers, generating high levels of customer satisfaction.
Working Together	<ul style="list-style-type: none">• Actively contributes to team working, sharing information, valuing the input of others. Works cooperatively and is committed to building productive, positive relationships.• Demonstrates commitment to achieving overall team objectives.

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

Job Requirements	Essential	Desirable	Method of Assessment/ Assessed By
Qualifications			
Educated to A Level standard or equivalent or qualified by strong relevant experience.	√		Certificate of obtainment
Relevant qualification or qualified by track record of relevant experience.	√		Certificate of obtainment
Degree or equivalent.		√	Certificate of obtainment
Registered with Building Safety Regulator as Class 2F for plan checking and site inspections	√ (level 2)	√ (level 1 – minimum 2C)	Certificate of obtainment
Training			
Commitment to undertake continuing professional development.	√		Interview
Health and Safety.	√		Application / Interview
Skills and Abilities			
Proactive with commitment to provision of excellent customer service.	√		Application / Interview
Ability to prioritise, meet deadlines and work effectively under pressure.	√		Application / Interview
Good communication skills both written and verbal to include report writing, presentation and influencing skills.	√		Application / Interview
Verbal reasoning.	√		Interview
Decision making and problem solving.	√		Application / Interview
Committed to high standards of performance and quality.	√		Application / Interview
Able to communicate effectively with customers, colleagues, Council Officers and external agencies.	√		Application / Interview
Ability to effectively organise own and team workload to meet deadlines.	√		Application / Interview
Ability to mentor and coach other team members.	√		Application / Interview
Ability to actively listen in order to extract and assess important information to ensure that the appropriate arrangements are made to support the customers needs.	√		Application / Interview
Ability to work calmly and sensitively.	√		Application / Interview
Ability to use IT systems to gather, store and produce reports and process information.	√		Application / Interview
Ability to work, support and deliver services within the Councils Equalities Policy.	√		Application / Interview

Experience			
Professional competence / expertise and proven experience in Building Control	√		Application / interview
Assisting in planning and delivering projects/ programmes.	√		Application / Interview
Preparation and presentation of reports.	√		Application / Interview
Experience in dealing with service users and stakeholders.	√		Application / Interview
Job Requirements	Essential	Desirable	Method of Assessment/ Assessed By
Good knowledge of terminology and acronyms used by service areas.		√	Application / Interview
Project and/or change management.		√	Application / Interview
Knowledge			
Working knowledge of Microsoft Office and general knowledge of databases and document management systems	√		Application / interview
Excellent Knowledge of services provided across the councils.	√		Application / Interview
A good knowledge of the working practices and methodologies of Building Control	√		Application / Interview
A good working knowledge of legislation and developments within Building Control.	√		Application / Interview
Equalities policy and procedures.	√		Application / Interview
Good knowledge of terminology and acronyms used by service areas.		√	Application
Project and/or change management.		√	Application
Physical, legal and other requirements			
An engaging, enthusiastic and positive manner with a strong “can do” approach.	√		Application / interview
Able to undertake site inspections.	√		Application / Interview
Ability to travel across Lewes District	√		Application
Be available to work additional hours outside normal working hours when need arises.	√		Application
Willingness to work within the council's Core Competency Framework.	√		Application
Willingness to develop skills and knowledge in other areas to provide flexibility within the service.	√		Application / Interview

All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band F.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 32	£41,511	SCP 37	£46,731
SCP 33	£42,708	SCP 38	£47,754
SCP 34	£43,693	SCP 39	£48,710
SCP 35	£44,711	SCP 40	£49,768
SCP 36	£45,718	SCP 41	£50,788

Plus, a market supplement of £4,000 per annum, which is subject to annual review.

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Incident Liaison Officer

As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Council under its Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks. You may also be asked to become a Rest Centre Manager which involves managing short-term shelter for people who are temporarily displaced from their home as a result of an emergency.

Place of Work

Your normal place of work will be from home, however you will be required to attend the offices at either Eastbourne or Lewes, or such other places within the boundaries of Lewes District and Eastbourne Borough as may be reasonably required.

In particular, you will be required to:

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- Budget for and cover the costs of all expenses incurred (including travel costs) to attend Team Meetings or Events, as well as for training at any of the Councils' sites.
 - Budget for and allocate time to travel to appointments in the Councils boundaries where required. For example, visits that need to be performed as part of your role and cannot reasonably or appropriately be carried out remotely.
 - Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.
 - Continue to participate in all meetings as reasonably required, such as 121 meetings, team meetings, attendance management meetings, or consultations on any proposed changes, such as restructures. Where possible and appropriate, these meetings will be conducted remotely but where it is not possible or it is deemed inappropriate for the meeting to be conducted remotely, you will be required to cover all expenses incurred (including travel) for your attendance at said meetings.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 26 days. This increases to 30 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months increasing to three calendar months when paid from SCP 40, to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2025 are:

Pay Range	Contribution
Up to £17,800	5.50%
£17,801 to £28,000	5.80%
£28,001 to £45,600	6.50%
£45,601 to £57,700	6.80%
£57,701 to £81,000	8.50%
£81,001 to £114,800	9.90%
£114,801 - £135,300	10.50%
£135,301 - £203,000	11.40%
£203,001 or more	12.50%

The pay ranges will be increased each year from 01 April in line with inflation. Based on the salary for this role, the contribution will be 6.5%, increasing to 6.8% when paid from SCP 36.