

JOB DESCRIPTION



Effective Date: September 2025

Location: Maidstone House

Job Title: Registered Building Control Surveyor/Registered Senior Building Control Surveyor

Grade: Career Grade 10 - 11

Responsible to: Principal Surveyor (Building Control)/Building Control Manager

No. of Staff Responsible For: 1

PURPOSE OF JOB

To provide Building Surveying services as part of a team covering the borough of Maidstone with specific responsibility for a geographical area. To:

- Ensure compliance with the Building Regulations and associated legislation
- Enforce relevant sections of the Building Act including dangerous structures
- Assist in operational management and maximising income
- Contribute to Council goals and priorities including improving the environment and quality of buildings and climate change
- Ensure excellent customer service and relations

MAIN ACCOUNTABILITIES

- To provide technical audit of deposited plans for compliance with the Building Regulations and associated legislation and to oversee building works on site, working to minimum service levels and providing excellent customer service.
- Effective and efficient management of a geographical area of the borough using a mixture of office, mobile and home working ensuring all statutory, KPIs, national benchmarking and other performance management targets are achieved.
- Providing statutory functions on behalf of the Council including dangerous structures, (shared 24-hour response), demolitions and formal enforcement.
- Assist in marketing and promotion of the section.
- As a customer focused role, must be able to communicate with our customers at the agreed level
- Commitment to the Council's Strategic Plan
- To undertake any training and development as required, and maintain Continuous Professional Development
- To comply fully with the Council's Equal Opportunity Policy
- To comply fully with the Council's Health and Safety at Work Policy
- To assist as required in the Council's Emergency Plan
- To comply fully with the Council's IT Security Policy
- To undertake other duties commensurate with the grade of the post

PERSON SPECIFICATION

Registered Building Control Surveyor/Registered Senior Building Control Surveyor



Attributes:		Essential/ Desirable	Assessed By
Education, Training and Knowledge	<ul style="list-style-type: none"> Registered Class 2 Building Inspector 	Essential	Application
	<ul style="list-style-type: none"> Expert knowledge of building construction and the Building Regulations. 	Essential	Application/ Interview
	<ul style="list-style-type: none"> Membership of an approved professional institute such as RICS, CABE, CIOB or other suitable equivalent. 	Desirable	Application
	<ul style="list-style-type: none"> Full valid UK driving licence with ability to attend sites across the borough 	Essential	Application/ Interview
Experience	<ul style="list-style-type: none"> Building Regulations experience 	Essential	Application/ Interview
	<ul style="list-style-type: none"> Highly competent numeric, literacy and communication skills. 	Essential	Application/ Interview
	<ul style="list-style-type: none"> Proficient I.T. skills. 	Essential	Application
	<ul style="list-style-type: none"> Ability to work within minimum supervision, on own initiative and to provide management support. 	Essential	Interview
	<ul style="list-style-type: none"> Ability to actively support, deliver and promote the Council's Customer Care Strategy and deliver high standards of service 	Essential	Interview
	<ul style="list-style-type: none"> Marketing and sales 	Desirable	Application/ Interview

COMPETENCY PROFILE

Work Together	<ul style="list-style-type: none"> Proactively contributes to ensure that the wider service objectives are achieved. Ability to work as part of a team and motivate colleagues to achieve team objectives. Excellent communication and interpersonal skills. Share knowledge and experience to grow the wider team.
Respect Everyone	<ul style="list-style-type: none"> Build positive relationships and ensure credibility. Ability to challenge effectively. Conscientious individual.

Develop and Grow	<ul style="list-style-type: none"> • Take ownership of actions and ensures timely delivery. • Identify solutions not problems. • Be open to new ideas and concepts • Take responsibility for developing own skills and knowledge in current roles, as well as future ambitions.
Make a Difference	<ul style="list-style-type: none"> • Demonstrates objectivity for benefit of internal and external customers. • Right first-time approach. • Implement ideas which will improve the customer experience, internal and external.
Care	<ul style="list-style-type: none"> • Awareness and commitment to promoting equal opportunities. • Consider equalities in all work undertaken. • Assertive and proactive with commitment to high standards of service delivery.