JOB DESCRIPTION

Job Title: Building Standards Surveyor		**Ref No:**	**JE Ref: BM31**
Department: Planning and Development – Economy and Environment	**Band: 11**	**Location: Dumfries and Galloway**	
Responsible To:	Team Leader Building Standards		
Responsible For:	Building Standards Inspectors, Building Standards Graduate Apprentice		
Job Purpose:	1. Ensuring verification obligations of the Council under the Building (Scotland) Act and supporting Regulations/Guidance. 2. Ensuring non-verification obligation of the Council under the Building (Scotland) Act. 3. Ensuring statutory obligation of the Council under other relevant legislation. 4. To take cognisance of and contribute to corporate and strategic initiatives. 5. To contribute to Service Performance Management through Balanced Scorecard and Service Plan. 6. To lead, coach & motivate support staff. 7. To act in place of Team Leader Building Standards and Principal Building Standards Surveyor in their absence. 8. To have delegated responsibility for certain classes of Building Warrants and Completion Certificates.		
Main Responsibilities:	1. Verification of Building Warrants from receipt through to completion. 2. Administration of non-verification obligations under the Building (Scotland) Act including enforcement. 3. Administration of service obligations under other relevant legislation. 4. Contributing to service obligations arising from corporate and strategic initiatives. 5. Responsibility for the issue of certain defined categories of Building Warrant and Completion Certificate coming within the terms of current delegation agreements. 6. Coaching of support staff. 7. Contributing to continuous improvement through service performance management frameworks.		
Job Activities:	1. Through negotiations with applicants and agents ensure Building Warrant Submissions meet the requirement of the functional standards. 2. Where functional standards cannot be achieved negotiate with applicant / agents to achieve alternative / innovative solutions. 3. Consider request for determinations of functional standards, carry out appropriate consultations and make recommendations to the		

	Team Leader Building Standards / Principal Building Standards Surveyor. 4. Provide advice and assistance both verbally and written to applicants / agents in relation to any complex proposals that may require a Building Warrant. 5. Respond to potentially dangerous buildings and take appropriate action as a matter of urgency where necessary to ensure the safety of the public. 6. Undertake enforcement procedures relative to unauthorised work, unauthorised occupation and works which fail to comply with functional standards. 7. Provide advice guidance and respond to service obligations under other relevant legislation. 8. Coach, support, train and mentor junior staff relative to all service duties and responsibilities. 9. Contribute to performance management and continuous improvement under the direction of the Team Leader Building Standards / Principal Building Standards Surveyor. 10. Carry out appropriate site inspections to ensure that work on site is carried out in accordance with approved plans. 11. Contribute to providing an effective Corporate Address Gazetteer 12. Provide assistance to the Team Leader Building Standards / Principal Building Standards Surveyor in terms of national, corporate and strategic initiatives. Such other duties as may from time to time be allocated by the Planning & Development Manager or Team Leader Building Standards and coming reasonably within the purview of the post. The job activities listed are not exhaustive and may be amended or added to consistent with the job purpose.
Performance Management	**The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.

	• To take all reasonable measures to limit carbon emissions and reduce energy / resource consumption when undertaking work activities.	
Prepared by:	**Planning and Development Manager**	**Date: August 2019 Updated March 2026**

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