

<b>Designation:</b>	<b>Building Control Technician</b>
<b>Grade:</b>	<b>Stroud 3</b>
<b>Responsible to:</b>	<b>Building Control Manager</b>
<b>Service Area:</b>	<b>Building Control</b>
<b>Post Number:</b>	<b>DEV1408</b>

## ESSENTIAL CRITERIA

### QUALIFICATIONS

At least 5 GCSE grades A-C (or equivalent), two of which must be Maths and English

### EXPERIENCE

Previous experience of the building industry.

Experience of dealing with customer enquiries.

### SKILLS & KNOWLEDGE

Awareness of the Building Regulations and associated legislation

IT literate

Good written and verbal communication skills

### PERSONAL ATTRIBUTES

Ability to manage own time and workload

Able to work independently

### OTHER

Committed to working for an employer that values diversity and equality of opportunity

## DESIRABLE CRITERIA

### QUALIFICATIONS

Educated to degree level or equivalent, ideally in a construction-related subject.

### EXPERIENCE

Proven experience in a similar role.

Experience with Uniform Database

### SKILLS & KNOWLEDGE

Microsoft Office software, especially Word, Excel & Outlook

Knowledge of: Equalities Act, Party Wall etc Act, Structural Calculations, Energy efficiency

Full valid Driving Licence

## CORE COMPETENCIES

### 1. **Effective Communication**

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

### 2. **Customer Service**

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, inline with policies.

### 3. **Working Together**

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

### 4. **Innovating**

You will be able to seek better, more effective ways of delivering services.

### 5. **Accepting Change**

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

### 6. **Supporting the delivery of SDC priorities**

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.