

Post: Structural Checking Officer

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Demonstrate extensive knowledge, understanding and ability with which to be able to assess all aspects of structural design for compliance with the functional requirements of the building regulations through use and reference to relevant structural design codes.
- Demonstrate knowledge, understanding and ability with which to be able to assess the structural design and integrity of a range of temporary demountable structures.
- Ability to undertake site inspections without supervision, for the purposes of assessing compliance /structural integrity of building work under construction and /or to establish if existing structures are in a dangerous condition.
- Degree level qualification in structural engineering / civil engineering or similar equivalent.
- Awareness of the Building Act 1984 and the associated legislation in relation to building control activities.
- Ability to manage a busy caseload and possession of good organisational skills to deal with conflicting workload priorities and deadlines.
- Aptitude to use IT software database to record case records and generate communications following quality management system processes.
- Good interpersonal skills, ability to communicate complex matters to a range of stakeholders.
- Ability to work as both part of a team and autonomously.

Desirable

- Working knowledge of the Building Act 1984 and the associated legislation in relation to building control activities.
- Chartered membership of the Institute of Structural Engineers.
- Experience in undertaking the role of lead officer in dealing with key customers, major / complex projects or issues.
- Awareness of council policy/procedure, customer care and complaints handling

Part B

The following criteria will be further explored at the interview stage:

- Work planning, performance and personal productivity
- Written and oral communications skills
- Technical knowledge
- Demonstration of ability to perform duties with minimum supervision.
- Approach to analysing issues and implementing/proposing decisions on complex work matters
- Approach to developing and maintaining positive working relationships with clients, colleagues and stakeholders, both internal and external.
- Leading by example and assisting colleagues in working as a team
- Adaptability to change

Additional Requirements

- If not currently CSCS licensed, the successful candidate will be required to undertake the CITB Health, Safety and Environment test.
- Infrequently, there may be reason to work outside normal working hours.