



Post Title: Principal Building Control Surveyor
Grade: K

Job Purpose

To lead on the delivery of complex and high-risk building control cases, ensuring compliance with statutory duties and the Council's strategic priorities. The role supports the Building Control Manager by providing technical leadership, mentoring junior staff, and deputising when required.

The postholder will assess plans, inspect works, and manage dangerous structures, contributing to public safety and service resilience. They will also support commercial delivery by maintaining client relationships, setting fees, and promoting service quality.

The role requires strong analytical skills, regulatory knowledge, and the ability to represent the service in enforcement actions and legal proceedings. Through innovation and continuous improvement, the postholder will help shape a responsive, inclusive, and high-performing Building Control service for Nottingham's communities.

Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around four central themes:

- **Leading People:** by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
- **Equality Diversity & Inclusion:** by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce.. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
- **Change & Innovation:** by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
- **Collaboration:** by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. Lead on Complex Projects - Manage high-risk or complex building control cases, including high-rise and public buildings.
4. Supervise and Mentor Staff - Provide technical leadership and mentoring to junior surveyors and assistants.



5. Assess Plans and Site Work - Examine plans and inspect building works for compliance with Building Regulations and allied legislation.
6. Manage Dangerous Structures - Lead assessments and coordinate emergency responses for dangerous buildings.
7. Support Commercial Delivery - Contribute to the development of commercial strategies to retain and attract clients.
8. Deputise for Building Control Manager - Act as deputy in the absence of the manager, including staff supervision and decision-making.
9. Enforce Building Regulations - Lead enforcement actions, issue legal notices, and represent the service in legal proceedings.
10. Ensure Quality Assurance - Monitor service delivery against KPIs and regulatory standards.
11. Client Relationship Management - Act as account manager for key clients and maintain high levels of customer service.
12. Negotiate Fees and Contracts - Set bespoke fees for services and support budget management.

Numbers and grades of any staff supervised by the post holder: None

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

Produced by Head of Development Management

Date 10th October 2025



Person Specification: Principal Building Control Surveyor

Area of responsibility	REQUIREMENT	MEASUREMENT		
		A	AC	D
Vision, Strategy and Delivery	Experience as a service leader in a complex organisation, with experience of; - Delivering against outcomes and creating clear objectives - Creating a culture of continuous improvement - Commercially aware with strong analytical skills - Awareness of key issues in your market and for the city of Nottingham	✓	✓	
Leading People	Evidence of successfully leading teams, with experience of; - Motivating people and creating high performing services - Empowering others to take decisions - Successfully managing wellbeing and resilience - Ability to plan for the future, with effective workforce planning skills	✓	✓	
Change and Innovation	Able to lead service through change, with experience of - Evidence of leading change programmes, bringing others on the journey with you. - Identifying and delivering innovative service delivery models - Able to create a culture of continuous improvement	✓	✓	
Collaboration	A collaborative leader, with evidence of - successfully in partnership across different sectors and fostering / harnessing partnerships. - Able to develop a culture of collaboration. - Political acumen and able to develop productive relationships with senior figures within an organisation	✓	✓	
Equality, Diversity and Inclusion	A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of: - Delivery of inclusive services, understanding the challenges faced and how they can be overcome. - Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity.	✓	✓	



	- Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
Technical Skills and Knowledge	In-depth knowledge of Building Regulations, Approved Documents, and allied legislation.	✓	✓	
	Ability to assess complex applications and inspect high-risk buildings.	✓	✓	
	Experience in managing dangerous structures and enforcement cases.	✓	✓	
	Strong analytical skills for interpreting technical and legal information.	✓	✓	
	Leadership and mentoring capabilities for junior staff.	✓	✓	
	Commercial awareness and ability to support fee setting and client retention.	✓	✓	
	Excellent report writing and presentation skills, including expert witness contributions.	✓	✓	
	Ability to manage competing priorities and deliver high-quality outcomes.		✓	
	Familiarity with quality assurance and performance monitoring frameworks.	✓	✓	
	Proficiency in digital tools and mobile inspection platforms.		✓	
Qualification requirement	Registered Building Inspector Class 2F with the Building Safety Regulator (minimum).			✓
	Chartered membership of a relevant professional body desirable (e.g. CABE, RICS, CIOB).			✓
	Evidence of substantial CPD and technical competence in complex projects.	✓	✓	
Work Related Issues	Physically able to gain access to most parts of a building during its construction or inspections		✓	
A - Application	AC – Assessment Centre	D - Documentary Evidence		