

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior Building Control Consultant
<b>OFFICE LOCATION:</b>	Welwyn Garden City, Hertfordshire  A Combination of office and hybrid working is expected.
<b>RESPONSIBLE TO:</b>	Head of Building Control Consultancy
<b>SALARY:</b>	£55,000 - £65,000 Dependent on experience
<b>HOURS OF WORK:</b>	37.5 hours per week

### WHO ARE WE?

# Broste Rivers

Broste Rivers Limited is a wholly owned holding company which delivers building control and associated services via the following registered companies:

#### COMPANIES



**The Building Control Company**  
– Building Control Consultancy Services



**Hertfordshire Building Control Ltd**  
– Local Authority Building Control Services



**Build Insight Ltd** – Registered Building Control Approver Services

### PURPOSE OF ROLE:

To support the Head of Building Control Consultancy in delivering the strategic vision for a technically robust, commercially focused and compliant service. To be the primary support and contact for Multi-Disciplinary Design teams in helping achieve compliance with building regulations across a diverse range of projects within UK construction, in addition, you may be required to support our Independent Registered Building Control Approver (RBCA) business on an ad hoc basis, carrying out plan checks and site inspections when required.



## KEY RESPONSIBILITIES:

Duties of the post include, but are not limited to:

- Support the Senior Leadership Team (SLT) to oversee the Consultancy function.
- To support the development of the Building Control Consultancy business becoming a specialist in the area with associated excellent service delivery.
- To assist in the development of Surveyors, ensuring shared knowledge of Building Regulations and competency standards.
- To ensure that standards and quality are maintained, and procedures adhered to in respect of performance and quality standards across the business, providing support across the company where required.
- To maintain relationships and ongoing liaison with internal staff, developers / clients offering technical advice and guidance.
- To consult with Broste Rivers companies in relation to Building Regulation technical matters, interpretation, including the preparation of technical training.
- To support the Business Development team in offering bespoke quotes for Consultancy projects.
- To ensure that legislative and technical changes to Building Regulations are identified and communicated as required within the business including operational, training and marketing functions.
- To ensure that the SLT is aware of any updates or concerns promptly in relation to the adequate management of the Consultancy function.
- To manage and prioritise your own diary and attend and participate in internal and external meetings and events as required.
- To undertake any other duties as reasonably required.

## PERSON SPECIFICATION:

Knowledge/skills/qualifications:

- A fully qualified Surveyor (MRICS, MCABE, MCIQB, or similar) with relevant experience is essential.
- Level 3 (or working towards) Registered Building Inspector
- Demonstrable experience such as CPD and training records in relevant disciplines.
- In depth technical knowledge of Building Regulations and other relevant construction standards gained within a building control environment.
- Ability to create and maintain good working relationships with other construction professionals.
- The ability to meet deadlines and manage your own workload within agreed parameters.
- Full UK Driving License

Experience

- Experience of working strategically, developing excellent processes and procedures
- Commercial awareness and ability to work as part of a team.
- Ability to travel away from home where required for the adequate and successful management of the area.



## ICT/ technological aptitude

- Proficient use of IT operating systems and the development of those systems to improve the efficiency and effectiveness of practitioners.
- Knowledge of working with document/quality management systems.
- Effective communication via MS word, outlook, PowerPoint presentations and Excel.

## Personal qualities

- Demonstrable ability to use own initiative.
- Ability to motivate self and influence others.
- Excellent Communications skills.
- Flexible in personal approach

## Benefits

- 25 days per annum (increasing by one day per year after a year, up to a maximum of 30 days) plus bank holidays with additional days for long service;
- Two days of paid leave for volunteering either with our charity of the year, or something close to you personally
- Flexible working arrangements
- Excellent training and development opportunities
- Employer pension contribution of 6%
- Professional fees paid i.e. CABE, RICS or CIOB
- Salary sacrifice electric vehicle scheme
- Private health care insurance
- Death in service benefit of 3 x salary
- Free on-site parking
- Eyecare contribution cost

## EQUAL OPPORTUNITIES

Broste Rivers Ltd fully supports the terms of The Equality Act 2010. We are an equal opportunities employer and do not discriminate on any grounds. We want a diverse workforce which reflects our community and welcome applications from everyone regardless of age, disability, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy, and maternity and marital or civil partnership status.

If you have a disability and demonstrate that you fulfil the essential person specification criteria for the role on your application form, you will be invited for an interview. If you feel that you could carry out this post with some adjustments, please let us know at [hr@hertfordshirebc.co.uk](mailto:hr@hertfordshirebc.co.uk) . If you require arrangements made for interview etc. (e.g., signing, access), please indicate this on your application form.

