

## JOB DESCRIPTION

- JOB TITLE:** Building Control Consultant (**South East**)
- OFFICE LOCATION:** A combination of office and hybrid is expected.  
**Head Office:** Welwyn Garden City, Hertfordshire
- RESPONSIBLE TO:** Head of Building Control Consultancy
- SALARY:** £60,000 - £75,000 Dependent on location and experience
- HOURS OF WORK:** 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 dutyholders under the Building Regulations in helping achieve compliance with building regulations across a diverse range of projects within UK construction.



## 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 on-going development of the Building Control Consultancy business - a specialist in the area with associated excellent service delivery.
- Work towards the demonstration of competence to act as a Principal Designer by recording evidence of key competencies specified within PAS8670
- Working within design and construction teams (in person and remotely) to provide advice on compliance with technical and procedural aspects within the Building Regulations
- 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 preferred
- The ability to demonstrate competence in design team management
- Understand how Principal Designers and other dutyholders are expected to perform their duties, follow prescribed procedures and comply with legislation
- The Ability to assess design work for compliance with the relevant requirements of the Building Regs
- Demonstrable experience such as CPD and training records in relevant disciplines.
- Knowledge of both primary and secondary legislation such as the Building Act, Building Safety Act and the Building Regulations **2010.**
- Knowledge of how to use and reference the scope of the legislative and regulatory framework when appraising and challenging evidence of design work compliance
- understand the purpose and scope of technical guidance and standards governing building design and construction compliance
- understanding general principles of construction sufficient to support design appraisal
- Interaction with information management systems sufficient to arrange for the establishment and maintenance ways to:



- Record strategies, procedures and other information relating to design work
- Manage the strategies
- Control changes affecting design work compliance
- 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 Licence

### Experience

- Working with/ within design teams in assessing design compliance with the Building Regulations
- 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

- Experience of design team's interaction with information and document management systems
- 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

- Understanding how ethical practice impacts building safety roles
- Ability to communicate and co-operate with persons within and outside the project team
- Recognise, identify and record the limitations of your own competence and formulate development plans
- Demonstrable ability to use own initiative.
- Ability to motivate self and influence others.
- Flexible in personal approach

### Benefits

- 25 days per annum (increasing by one day per year after your first 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 parking
- Eyecare contribution cost

Send you covering letter and cv to [hr@hertfordshirebc.co.uk](mailto:hr@hertfordshirebc.co.uk) This position will remain open whilst this advert is showing.



#### 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.

