



ROLE ADVERT

ROLE TITLE: Building Control Surveyor
Permanent

POST ID: RBC6

GRADE: BAND I SCP 37 – SCP 41
(£33,136 to £37,107 Per Annum)

HOURS: 37 Per Week

LOCATION: In Monmouthshire (base to be confirmed), but you will be required to work in an agile manner as per the needs of the service which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

WELSH LANGUAGE ASSESSMENT: Desirable, not essential

PURPOSE OF POST:

To help people design and construct safe and sustainable buildings.

You will be part of a busy professional forwarding thinking Building Control team covering all aspects of our organisation's Building Control function within the Monmouthshire area, which consists of four main market towns and beautiful rural open countryside. This customer led role is to provide a first class service ensuring Building Regulation Applications are processed promptly (from start to finish from our customer's perspective), site visits are carried out when requested and on a risk assessed basis and other allied legislative duties including dangerous structures and demolition work.

Equally as important, our customers have told us they see our organisation as "one voice" so it is paramount that the post holder is prepared to experiment by engaging with other relevant service areas (including those outside our organisation) to the development and build process which will help us achieve our customer needs.

The role contributes to the Council priorities of protecting vulnerable people and supporting enterprise, entrepreneurship and job creation.

It also contributes to the Council outcomes of people in Monmouthshire

- to live safely and are protected from harm
- to live healthy and fulfilled lives
- to benefit from economy which is prosperous and supports enterprise and continue growth
- to benefit from an environment that is diverse, vibrant and sustainable.

Should you require any further information regarding this post, please contact:
Nigel George, Building Control Manager Tel: 01291635718 or 07771653635.

Closing Date: 12 noon 13th July 2018

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.



ROLE TITLE: Building Control Surveyor
POST ID: RBC6

GRADE: BAND I SCP 37 – SCP41
£33,136 to £37,107 Per Annum

HOURS: 37 Per Week

LOCATION: In Monmouthshire (base to be confirmed), but you will be required to work in an agile manner as per the needs of the service which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

RESPONSIBLE TO: Building Control Manager: Nigel George

Building Control team.....**Who are we?**

We are the team that helps people design and construct safe and sustainable buildings.

You will be part of a busy professional forwarding thinking Building Control team covering all aspects of our organisation's Building Control function within the Monmouthshire area, which consists of beautiful market towns and large rural countryside. This customer led role is to provide a first class service ensuring Building Regulation Applications are processed promptly (from start to finish from our customer's perspective), site visits are carried out when requested and on a risk assessment basis and other allied legislative duties including dangerous structures and demolition work.

Equally as important, our customers have told us they see our organisation as "one voice" so it is paramount that the post holder is prepared to experiment by engaging with other relevant service areas (including those outside our organisation) to the development and build process which will help us achieve our customer needs.

Expectation and Outcomes of this Role:-

You will be expected to check and ensure the smooth flow of Building Regulation Applications (domestic and non domestic building work) and risk assess site inspections when requested by customers by whatever means necessary. The outcome is that customers have their applications processed as quickly as possible and you turn up on site when necessary.

You will be guided by our Service Improvement Plan and your outcomes and outputs will link into this plan and you will be expected to stay focused on our Building Control purpose, what is important to our customers, have the natural ability to work to our fundamental operating principles and fully appreciate how these relate to measuring our performance. You will be expected to have these competencies and the ability to work alone and within a self allocating team/system together with networking into our wider organisation service areas such as Planning (including listed buildings), Ecology, Highways, Estates and any other area that contributes to helping the development and build process.

Customers have told us they see our organisation as one voice, so we are progressively experimenting with joining service areas relevant to the development and build process to give the customer this single arrangement. To date, experimenting with this area of work has already shown huge benefits and value to the customer and our organisation, so positive contribution to this process is expected.

You will be expected to have a broad knowledge of allied legislation to the development and build process.

You will be expected to experiment with ways of doing business differently using Systems Thinking methodology.

Your responsibilities are to:-

1. To carry out the day to day function of Building Control, in conjunction with other Building Control Colleagues, to ensure a high quality service for customers.
2. To carry out site visits and plans vetting.
3. To carry out the functions of Building Control colleagues in their absence and control an area of the County, as designated by the demand on the Service.
4. To produce relevant technical and administrative reports.
5. To analyze cases and gather evidence in respect of potential enforcement cases and to pursue cases, in conjunction with the Head of Building Control and Legal Services through to formal action, if deemed necessary.
6. To actively promote the service and support the Section with marketing initiatives as necessary. This will include one to one meetings with existing and future clients and

taking part in technical meetings and seminars with these clients. Giving advice both verbally and in writing on technical issues and Building Control Charges (fees).

7. To actively support our networked organisation with the development of joining relevant service areas to the development and build process.
8. Information exchange between officers and the development of the changing requirements of each section and regulation changes/developments such as Approved Document Q.
9. To follow safe systems of working and ensure health, safety and welfare whilst undertaking duties. This is particularly relevant in respect of working away from the office and on site.
10. To exercise confidentiality on all matters relating to Building Control as this post requires a high level of discretion as it operates in a profession, which is competitive.
11. To actively support and implement the principles of equality of opportunity as laid down in the Council's Equal Opportunities policy.

Here's what we can provide you with:-

On the job training to learn the Northgate system and your tasks.
Access to ICT training courses relevant to your role
Assistance in development of skills either via training courses or task allocation.
Regular employee reviews to discuss progress, development and future objectives.
The use of a mobile phone and laptop so that you can work in an agile way
Safety equipment
Flexible/agile working

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

1. An appropriate Building Control Surveying qualification at least to HNC/HND level or part/full membership of MRICS or MCABE or equivalent.
2. A minimum of two years' Building Control experience operating in a building control environment.
3. Practical experience and knowledge of effectively providing a high quality level of service and customer care.
4. Effective and efficient communication skills - both written and oral.
5. A working knowledge and practical experience in the use of a wide range of IT applications, such as word, excel, etc.
6. Practical experience of organising and prioritising a wide ranging workload.
7. Previous experience of effective methods of support and supervision of staff.
8. Effective and efficient interpersonal skills, be able to work alone, but also work within a multi-disciplined team.
9. The ability to work with an open mind across other service areas relevant to the development and build process (internal and external) and have the ability to experiment with this process using a "Systems Thinking" methodology to establish the best service from a customers perspective.
10. Awareness of the competitive marketplace within which building control operates.
11. The ability to maintain confidentiality at all times
12. Recognition of the need and ability to actively market the building control service. This will include one to one meetings with existing and future clients taking part in technical meetings and seminars with these clients, giving advice both verbally and in writing on technical issues and Building Control Charges (fees).
13. Possession of a valid driving license.

Should you require any further information regarding this post, please contact: Nigel George, Building Control Manager Tel: 01291635718 or 07771653635

Closing Date: 12 Noon 13th July 2018



HYSBYSEB SWYDD

TEITL SWYDD:	Syrfëwr Rheoli Adeiladu Parhaol
CYFEIRNOD:	RBC6
GRADD:	BAND I SCP 37 – SCP 41 (£33,136 i £37,107 y flwyddyn)
ORIAU:	37 yr wythnos
LLEOLIAD:	Yn Sir Fynwy (prif weithle i gael ei gadarnhau), ond bydd angen i chi weithio mewn modd ystwyth yn unol ag anghenion y gwasanaeth a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth symud. Ni fyddir yn talu treuliau symud neu ymyrryd os yw hyn yn digwydd.

ASESIAD SGILIAU YN Y GYMRAEG: Dymunol, nid hanfodol

DIBEN Y SWYDD:

Helpu pobl i ddylunio a chodi adeiladau diogel a chynaliadwy.

Byddwch yn rhan o dîm Rheoli Adeiladu proffesiynol blaengar a phrysur yn cynnwys pob agwedd o'n gwaith Rheoli Adeiladu yn ardal Sir Fynwy, sy'n cynnwys pedair prif dref marchnad ac ardaloedd cefn gwlad agored hardd. Mae'r rôl hon a arweinir gan y cwsmeriaid ar gyfer darparu gwasanaeth o'r radd flaenaf gan sicrhau y caiff ceisiadau Rheoliadau Adeiladu eu prosesu'n brydlon (o'r dechrau i'r diwedd o safbwynt ein cwsmeriaid), y cynhelir ymweliadau safle pan wneir cais ac ar sail asesu risg a dyletswyddau deddfwriaethol cysylltiedig eraill yn cynnwys gwaith strwythurau peryglus a dymchwel.

Yr un mor bwysig, dywedodd ein cwsmeriaid wrthym ein bod yn gweld ein sefydliad fel "un llais" felly mae'n hollbwysig fod deiliad y swydd yn barod i arbrofi drwy ymgysylltu gyda meysydd gwasanaeth eraill perthnasol (yn cynnwys rhai tu allan i'n sefydliad) i'r broses datblygu ac adeiladu fydd yn ein helpu i gyflawni anghenion ein cwsmeriaid.

Mae'r rôl yn cyfrannu at flaenoriaethau'r Cyngor o warchod pobl agored i niwed a chefnogi menter, entrepreneuriaeth a chreu swyddi.

Mae hefyd yn cyfrannu at ddeilliannau'r Cyngor ar gyfer pobl yn Sir Fynwy

- byw'n ddiogel a chael eu gwarchod rhag niwed
- byw bywydau iach a boddhaus
- manteisio o economi llewyrchus sy'n cefnogi menter a pharhau twf
- cael budd o amgylchedd amrywiol, egniïol a chynaliadwy.

**Os hoffech fwy o wybodaeth am y swydd hon, cysylltwch os gwelwch yn dda â:
Nigel George, Rheolwr Rheoli Adeiladu Ffôn: 01291635718 neu 07771653635.**

Dyddiad Cau: 12 canol-dydd 13 Gorffennaf 2018

Dylid nodi na allwn dderbyn CVs

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:-

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Ar ôl eu llenwi dylid dychwelyd ffurflenni cais i'r cyfeiriad dilynol:

Gwasanaethau Cyflogeion, Cyngor Sir Fynwy, Blwch SP 106,
CIL-Y-COED NP26 9AN

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac mae'n croesawu ceisiadau gan bob adran o'r gymuned. Mae pob swydd ar gael i'w swydd-rannu os na nodir fel arall.



monmouthshire
sir fynwy

TEITL SWYDD:	Syrfêwr Rheoli Adeiladu
CYFEIRNOD:	RBC6
GRADD:	BAND I SCP 37 – SCP 41 (£33,136 i £37,107 y flwyddyn)
ORIAU:	37 yr wythnos
LLEOLIAD:	Yn Sir Fynwy (prif weithle i gael ei gadarnhau), ond bydd angen i chi weithio mewn modd ystwyth yn unol ag anghenion y gwasanaeth a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth symud. Ni fyddir yn talu treuliau symud neu ymyrryd os yw hyn yn digwydd.
CYFRIFOL I:	Rheolwr Rheoli Adeiladu: Nigel George

Tîm Rheoli Adeiladu**Pwy ydym ni?**

Ni yw'r tîm sy'n helpu pobl i ddylunio a chodi adeiladau diogel a chynaliadwy.

Byddwch yn rhan o dîm Rheoli Adeiladu proffesiynol blaengar a phrysur yn cynnwys pob agwedd o'n gwaith Rheoli Adeiladu yn ardal Sir Fynwy, sy'n cynnwys trefi marchnad hardd ac ardaloedd cefn gwlad agored. Mae'r rôl hon a arweinir gan y cwsmeriaid ar gyfer darparu gwasanaeth o'r radd flaenaf gan sicrhau y caiff ceisiadau Rheoliadau Adeiladu eu prosesu'n brydlon (o'r dechrau i'r diwedd o safbwynt ein cwsmeriaid), y cynhelir ymweliadau safle pan wneir cais ac ar sail asesu risg a dyletswyddau deddfwriaethol cysylltiedig eraill yn cynnwys gwaith strwythurau peryglus a dymchwel.

Yr un mor bwysig, dywedodd ein cwsmeriaid wrthym ein bod yn gweld ein sefydliad fel "un llais" felly mae'n hollbwysig fod deiliad y swydd yn barod i arbrofi drwy ymgysylltu gyda meysydd gwasanaeth eraill perthnasol (yn cynnwys rhai tu allan i'n sefydliad) i'r broses datblygu ac adeiladu fydd yn ein helpu i gyflawni anghenion ein cwsmeriaid.

Disgwyliad a Deilliannau'r Rôl:-

Disgwylir i chi wirio a sicrhau fod ceisiadau Rheoliadau Adeiladu yn llifo'n esmwyth (gwaith adeiladu domestig ac annomestig) a chynnal asesiadau risg o archwiliadau safle ar gais gwsmeriaid drwy ba bynnag ddull sydd angen. Y deiliant yw fod ceisiadau cwsmeriaid yn cael eu prosesu cyn gynted ag sy'n bosibl a'ch bod yn mynd i'r safle pan fo angen.

Cewch eich llywio gan ein Cynllun Gwella Gwasanaeth a bydd eich deilliannau ac allbynnau yn cysylltu gyda'r cynllun hwn a disgwylir i chi gadw eich ffocws ar ein diben Rheoli Adeiladu, yr hyn sy'n bwysig i'n cwsmeriaid, gallu naturiol i weithio i'n hegwyddorion gweithredu sylfaenol a gwerthfawrogi'n llawn sut mae'r rhain yn cysylltu â mesur ein perfformiad. Disgwylir i chi fod â'r cymwyseddau hyn a'r gallu i weithio ar eich pen eich hun ac o fewn tîm/system hunan-ddyrannu ynghyd â rhwydweithio i feysydd gwasanaeth ein

sefydliad ehangach megis Cynllunio (yn cynnwys adeiladau rhestredig), Ecoleg, Priffyrdd, Stadau ac unrhyw faes arall sy'n cyfrannu at helpu'r broses datblygu ac adeiladu.

Dywedodd cwsmeriaid wrthym eu bod yn gweld ein sefydliad fel un llais, felly rydym yn arbrofi'n gynyddol gydag ymuno meysydd gwasanaeth perthnasol i'r broses datblygu ac adeiladu i roi'r trefniant sengl hwn i'r cwsmer. Hyd yma, mae arbrofi gyda'r maes gwaith hwn eisoes wedi dangos buddion a gwerth enfawr i'r cwsmer a'n sefydliad, felly disgwylir cyfraniad cadarnhaol i'r broses.

Disgwylir i chi fod â dealltwriaeth eang o ddeddfwriaeth gysylltiedig â'r broses datblygu ac adeiladu.

Disgwylir i chi arbrofi gyda ffyrdd o wneud busnes yn wahanol yn defnyddio methodoleg Meddwl Systemau.

Eich cyfrifoldebau yw:

12. Cyflawni swyddogaeth dydd-i-ddydd Rheoli Adeiladu, mewn cysylltiad gyda chydweithwyr eraill Rheoli Adeiladu, i sicrhau gwasanaeth ansawdd uchel i gwsmeriaid.
13. Cynnal ymweliadau safle a gwirio cynlluniau.
14. Cynnal swyddogaethau cydweithwyr Rheoli Adeiladu yn eu habsenoldeb a rheoli rhan o'r Sir, fel y dynodwyd gan y galw ar y Gwasanaeth.
15. Paratoi adroddiadau technegol a gweinyddol perthnasol.
16. Dadansoddi achosion a chasglu tystiolaeth o achosion gorfodaeth posibl a dilyn achosion, mewn cysylltiad gyda Phennaeth Rheoli Adeiladu a Gwasanaethau Cyfreithiol hyd at weithredu ffurfiol, os bernir fod angen hynny.
17. Hyrwyddo'r gwasanaeth a chefnogi'r Adran gyda chynlluniau marchnata fel sydd angen. Bydd hyn yn cynnwys cyfarfodydd un i un gyda chleientiaid presennol a'r dyfodol a chymryd rhan mewn cyfarfodydd technegol a seminarau gyda'r cleientiaid hyn. Rhoi cyngor yn llafar ac ysgrifennu ar faterion technegol a ffioedd Rheoli Adeiladu.
18. Cefnogi ein sefydliad rhwydweithio gyda datblygu uno meysydd gwasanaeth perthnasol gyda'r broses datblygu ac adeiladu.
19. Cyfnewid gwybodaeth rhwng swyddogion a datblygu'r newid yng ngofynion pob adran a newidiadau/datblygu rheoleiddio fel Dogfen Gymeradwy Q.
20. Dilyn systemau diogel o weithio a sicrhau iechyd, diogelwch a llesiant tra'n ymgymryd â dyletswyddau. Mae hyn yn neilltuol o berthnasol yng nghyswllt gweithio i ffwrdd o'r swyddfa ac ar y safle.
21. Gweithredu cyfrinachedd ar bob mater yn gysylltiedig â Rheoli Adeiladu gan fod angen lefel uchel o ddisgresiwn ar gyfer y swydd gan ei bod yn gweithredu mewn proffesiwn, sy'n gystadleuol.

22. Cefnogi a gweithredu egwyddorion cyfle cyfartal fel y'u nodir ym mholisi'r Cyngor ar Gyfle Gyfartal.

Dyma'r hyn y gallwn ei roi i chi:

Hyfforddiant ar y swydd i ddysgu system Northgate a'ch tasgau
Mynediad i gyrsiau hyfforddiant TGCh perthnasol i'ch rôl
Cymorth wrth ddatblygu sgiliau un ai drwy gyrsiau hyfforddiant neu ddyrannu tasgau
Adolygiadau rheolaidd gan staff i drafod cynnydd, datblygiad ac amcanion y dyfodol
Defnyddio ffôn symudol a gliniadur fel y gallwch weithio mewn ffordd ystwyth
Offer diogelwch
Gweithio hyblyg/ystwyth

Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw ...

Bod yn agored: Anelwn fod yn agored ac onest i ddatblygu perthynas o ymddiriedaeth.

Bod yn deg: Anelwn ddarparu dewis, cyfleoedd a phrofiadau a teg a dod yn sefydliad sydd wedi adeiladu ar barch pobl at ei gilydd.

Bod yn hyblyg: Anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.

Gwaith tîm: Anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

A bydd y rôl yma'n gweithio gyda Sir Fynwy i gyflawni hyn.

Yn ogystal:

Mae pawb a gyflogir yn gyfrifol am sicrhau eu bod bob amser yn gweithredu mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Manyleb Person

Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-

14. Cymhwyster priodol mewn Arolygu Rheoli Adeiladu i o leiaf lefel HNC/HND neu aelodaeth rannol/lawn o MRICS neu MCABE neu gyfwerth.
15. O leiaf ddwy flynedd o brofiad Rheoli Adeiladu yn gweithredu mewn amgylchedd rheoli adeiladu.
16. Profiad ymarferol a gwybodaeth o ddarparu lefel ansawdd uchel o wasanaeth a gofal cwsmeriaid.
17. Sgiliau cyfathrebu effeithlon ac effeithiol - ysgrifenedig a llafar.
18. Gwybodaeth waith a phrofiad ymarferol mewn defnyddio ystod eang o raglenni technoleg gwybodaeth fel Word, Excel ac yn y blaen.
19. Profiad ymarferol o drefnu a blaenoriaethu llwyth gwaith eang.
20. Profiad blaenorol o ddulliau effeithlon o gefnogi a goruchwyllo staff.
21. Sgiliau rhyngbersonol effeithlon ac effeithiol, medru gweithio ar eich pen eich hun, ond hefyd weithio o fewn tîm aml-ddisgyblaeth.
22. Y gallu i weithio gyda meddwl agored ar draws meysydd gwasanaeth eraill perthnasol i'r broses datblygu ac adeiladu (mewnol ac allanol) a bod â'r gallu i arbrofi gyda'r broses hon yn defnyddio methodoleg "Meddwl Systemau" i sefydlu'r gwasanaeth gorau o safbwynt cwsmer.
23. Ymwybyddiaeth o'r farchnad gystadleuol y mae rheoli adeiladu yn gweithredu o'i fewn.
24. Y gallu i gadw gyfrinachedd bob amser.
25. Cydnabod yr angen a'r gallu i farchnata'r gwasanaeth rheoli adeiladu. Bydd hyn yn cynnwys cyfarfodydd un i un gyda chleientiaid presennol a'r dyfodol gan gymryd rhan mewn cyfarfodydd technegol a seminarau gyda'r cleientiaid hyn, gan roi cyngor llafar ac ysgrifenedig ar faterion technegol a ffioedd Rheoli Adeiladu.
26. Meddu ar drwydded yrru ddilys

Os hoffech fwy o wybodaeth am y swydd hon, cysylltwch os gwelwch yn dda â: Nigel George, Rheolwr Rheoli Adeiladu Ffôn: 01291635718 neu 07771653635.

Dyddiad Cau: 12 canol-dydd 13 Gorffennaf 2018

--