

Context statement

To accompany job description and person specification when required

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Job title: Building Control Technician (formally Technical Support Officer)

Directorate/Service/Team: Planning Service – Building Control.

To become as part of OFC = Customer Hub – Place Specialist Team - Building Control (Place)

Organisation Structure

Reporting to: Building Control Service Manager and Building Control Technical Support Team Leader.

To become as part of OFC = Building Control specialist team Manager.

Responsibility for: Providing specialist technical support to the Building Control Surveying Team.

Context of Work

The Building Control Technician is currently part of the Building Control Service but as part of OFC will become part of the new Customer Hub – Place Specialist team for Building Control undertaking work to support the Building Control Surveying Team, RBIs and BC Service.

The role must comply with the requirements of the Building Safety Act, Building Safety Regulator, Operational Standards Rules, and the whole Service Quality Management System - BS9001.

The Building Control profession is now a Regulated Function and activity, with specialist knowledge and understanding of legislation, it is a fundamental requirement of this role.

The role is responsible for the management and administration of applications for Building Regulations. Building Regulations are minimum standards for design, construction and alterations to virtually every building. Building regulations are different from planning permission and customers might need both for their building project. The role helps to support customers through this whole application process, from initial phone call/e-mail to issuing of decisions, administration of all drawings, certificates, dealing with site visits, to the final issue of Completion Certificates, as well as providing a vital link between the customer and their Building Control Officer.

General duties will include:

1. Calculate fees and if needed liaise with the Building Control Officers or Building Control Manager to agree appropriate Building Regulations fees and charges. Raising of invoices and dealing with refunds as required.
2. Understanding architectural drawings, specifications and details to establish the building work applicable to the application – including exempt works.
3. Be the main point of contact for Building Control customers; complete applications, take fee payments over the phone; book site inspections, issue decisions, check and administer Duty Holder statements/forms, and issue completion certificate.
4. Registration and administration of Initial Notices, Final Certificates, Reversions, all from Registered Building Control Approvers.



5. Dealing with specialist Building Regulation enquiries from customers to help filter specialist work from the Registered Building Inspectors.
6. Liaise with other Local Authority Building Control departments to negotiate partner application fees and keep them up to date with progress of partner applications.
7. Provide support to building control officers by the research and provision of site histories, the management of files and documents and answering enquiries on behalf of the officers.
8. Dealing with the new Building Safety Levy Legislation, Demolition applications, Dangerous Structure administration support, competent person scheme applications, Con 29 Local Land Charge Searches, Searches of historic records, investigation of Unauthorised works, Duty Holder requirements and new processes of the Building Safety Act.
9. Deal with the Operational Standards Monitoring data returns as required.
10. Process and administer records on MasterGov and back-office systems.
11. Work with other Council departments and external consultants and consultees about Building Regulation applications.
12. Having a LABC/CIOB Level 3 Building Control Technical Support qualification is desirable for this role or equivalent specialist Building Control experience.

Although the customer is the residents of Dorset, the specialist BC team will have a customer type relationship with other stakeholders such as internal directorates, agents, builders and other local authorities and external partners.

Travel Requirement

There is no significant travel requirements for this role. However, you may be required to work from different Dorset Council offices in order to provide resilience to the team.

Dorset Council Values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity.

With our values we also need to understand what they look like in action – these are our behaviours that bring the values to life.

When we talk about 'others', we mean our colleagues, our customers, our residents, our communities and our partners.

Embedding the values in the way we work will help us achieve our ambitions for Dorset and continue to build a sustainable, inclusive and healthy workplace.

Context statement prepared by:			
Manager	David Kitcatt	Date	October 2025