



ADUR & WORTHING
COUNCILS

Job Description

Authority:	ADC / WBC
Directorate:	Economy
Section:	Building Control
Post Title:	Administration Assistant
Post Number:	TBC
Accountable to:	Building Control Partnership Manager
Management responsibility for:	
Authority to liaise with:	Officers of the Council's, Members of the public and customers of the service
Meetings attended on a regular basis:	Internal team meetings
Work style	Fixed

Principal purpose of job (role summary)

- Provides administrative support for the Building Control team.

Main duties, tasks and responsibilities of post holder

1. Implementation of Building Regulation application and Building Notice system using our computer systems;
2. Compilation of the weekly list of Building Control application/notices, commencement and completion lists;
3. Compiling Building Control letters and reports as required;

4. Ensuring that Building Control fees are correctly recorded, together with the other related administrative duties;
5. Registering details of 'initial notices' given by Approved Inspectors, and maintaining a register available for public inspection, of such notices, public body notices, and other relevant certificates, in the manner prescribed by the provision of the Building Act 1984
6. Preparing and despatching to central government, the monthly P2 Housing Return and the annual P3 return.
7. Maintaining records and statistics as required;
8. Filing and the movement of files and correspondence to other groups of the section;
9. To order stationery/printing for the Building Control Group as required;
10. Taking telephone calls, booking site inspections and dealing with enquiries in a friendly and professional manner.
11. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
12. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
13. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
14. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	
Executive Head of Service: <i>(print name)</i>	
Signature:	
Date:	