

Disgrifiad Swydd

Teitl y Swydd: Swyddog Rheoli Adeiladu Wrth Gefn

Gradd Cyflog: 10, £39,152 - £40,777 y flwyddyn

Lleoliad: Canolfan Rheidol, Aberystwyth

Cyfeirnod at ddibenion Gwethuso Swyddi: JD 1911-01

Prif Bwrpas y Swydd:

Mae deiliad y swydd yn Swyddog Rheoli Adeiladu o fewn y Swyddogaeth Rheoli Adeiladu. Mae ganddo/ganddi ddyletswydd statudol i reoli adeiladau peryglus ac i archwilio pob adeilad newydd er mwyn sicrhau cydymffurfiaeth â'r Rheoliadau Adeiladu a deddfwriaeth gysylltiedig. Cynhyrchir tua 70% o gost y gwasanaeth drwy incwm ffioedd a godir am wirio cynlluniau ac archwiliadau adeiladu.

Tasgau a Chyfrifoldebau Allweddol:

Asesu Cynlluniau a Chydymffurfiaeth Reoleiddiol

- Asesu cynlluniau a gyflwynwyd ar lefel gyffredinol a manwl er mwyn penderfynu ar gydymffurfiaeth â Rheoliadau Adeiladu 2010, Safonau Prydeinig perthnasol a Chodau Ymarfer cysylltiedig.
- Paratoi argymhellion ar geisiadau a ddyrannwyd i'w hystyried gan y Rheolwr Rheoli Adeiladu, mewn ymgynghoriad â'r Prif Swyddog Rheoli Adeiladu.
- Sicrhau bod yr holl ymgynghoriadau gofynnol ag adrannau mewnol a chyrff statudol allanol, e.e. yr Awdurdod Tân, Peirianwyr Strwythurol, Cyfoeth Naturiol Cymru a'r Awdurdod Gweithredol Iechyd a Diogelwch, wedi'u cwblhau cyn cyflwyno argymhellion.
- Gwirio ffioedd ceisiadau Rheoliadau Adeiladu yn unol â Rheoliadau Adeiladu (Taliadau Awdurdodau Lleol) 2010, gan gyfeirio unrhyw anghysondebau at y Prif Swyddog Rheoli Adeiladu

Archwilio Safleoedd, Monitro a Gorfodi

- Cynnal archwiliadau safle o waith sydd ar y gweill, gan sicrhau cydymffurfiaeth â'r Rheoliadau Adeiladu, dulliau adeiladu a safonau crefftwaith; ymateb i hysbysiadau statudol o fewn yr amserlenni gofynnol.
- Nodi ac adrodd am wrthdrawiadau, gwaith anawdurdodedig neu faterion gorfodi i'r Prif Swyddog Rheoli Adeiladu, a mynychu Llys yr Ynadon pan fo angen i roi tystiolaeth.
- Archwilio strwythurau a allai fod yn beryglus o dan Ddeddf Adeiladu 1984, a phan fo angen, mynychu'r llys gyda chynrychiolwyr Cyfreithiol a Llywodraethiant er mwyn cael y gorchmynion priodol.

Cyngor Technegol, Ymgynghori a Chyfathrebu

- Darparu arweiniad technegol i ddatblygwyr, penseiri, adeiladwyr, ymgymrwyr statudol a rhanddeiliaid eraill ar faterion Rheoli Adeiladu a deddfwriaeth gysylltiedig.
- Cynghori adeiladwyr, datblygwyr, penseiri, adrannau'r Cyngor ac aelodau o'r cyhoedd ar agweddau gweithdrefnol a thechnegol y Rheoliadau Adeiladu, gan sicrhau bod diogelwch tân a gofynion statudol eraill yn cael eu bodloni.
- Ymateb i ohebiaeth gan ymgeiswyr, cyfreithwyr, penseiri, syrfewyr a gweithwyr proffesiynol eraill sy'n ymwneud â cheisiadau o dan gyfrifoldeb y swyddog.

Gweinyddu, Cofnodion a Chymorth Gweithredol

- Monitro gwaith anawdurdodedig, gwrthdrawiadau ar safleoedd a gofynion archwilio o fewn yr ardal ddynodedig, gan sicrhau cadw cofnodion cywir a chynhwysfawr.
- Cyfarwyddo'r Swyddog Gweinyddu Rheoli Adeiladu i gyflwyno anfonebau ar gyfer archwiliadau safle yn unol â Rheoliadau Adeiladu (Taliadau Awdurdodau Lleol) 2010.
- Archwilio safleoedd cyn argymell awdurdodi Hysbysiadau Dymchwel ac adrodd ar ganfyddiadau i'r Rheolwr Rheoli Adeiladu.
- Dirprwyo ar ran y Prif Swyddog Rheoli Adeiladu pan fo angen ac ymgymryd ag unrhyw ddyletswyddau ychwanegol a bennir gan Bennaeth y Gwasanaethau Economi ac Adfywio.

Gwiriad Gwasanaeth Datgelu a Gwahardd*: Ddim yn berthnasol

Cofrestriad/Aelodaeth Broffesiynol Hanfodol:

Arall: Rhaid i ddeiliad y swydd fod yn Arolygydd Adeiladu Cofrestredig Dosbarth 2(a–f) neu uwch.

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

- Wedi'i addysgu hyd at lefel gradd mewn pwnc perthnasol, neu â phrofiad cyfatebol..
- Bod yn Arolygydd Adeiladu Cofrestredig Dosbarth 2(a–f) neu uwch.

Profiad Hanfodol:

- Rhaid i ddeiliad y swydd fod ag o leiaf 3 blynedd o brofiad perthnasol yn y diwydiant adeiladu.

Sgiliau ymarferol/personol hanfodol:

- Y gallu i reoli ei lwyth gwaith ei hun gyda goruchwyliaeth gyfyngedig ac i weithio i derfynau amser.
- Y gallu i weithio fel rhan o dîm.
- Y gallu i gyfathrebu'n effeithiol ar unrhyw lefel, ar lafar ac yn ysgrifenedig.
- Yn gymwys wrth ddefnyddio systemau TG.
- Sgiliau rhyngpersonol da.
- Diddordeb mewn datblygiad personol a phroffesiynol.
- Dibynadwy, cyfrinachol a diplomyddol.
- Y gallu i flaenoriaethu gwaith er mwyn bodloni targedau.
- Hunanhyderus, gyda chymhelliant personol, ac yn gallu gweithio'n hyblyg ac o dan bwysau.
- Y gallu i roi sylw i fanylion, meddwl yn ochrol a datrys problemau.
- Ymrwymiad cryf i ddarparu gwasanaeth o ansawdd uchel ac ymrwymiad cryf i foddhad cwsmeriaid.
- Ymrwymiad i ddatblygu safonau ansawdd.
- Ymrwymiad i hyrwyddo Rheoli Adeiladu Awdurdodau Lleol (LABC).
- Rhaid meddu ar drwydded yrru lawn, gyda mynediad at gar at ddibenion busnes.
- Ymrwymiad i Bolisi Cyfle Cyfartal y Cyngor a derbyn cyfrifoldeb dros ei roi ar waith yn ymarferol.
- Yn barod i weithio y tu allan i oriau swyddfa arferol ac i weithio goramser pan ofynnir.

Sgiliau Iaith Saesneg:

Gwranddo a Siarad:

- **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

Sgiliau Darllen

- **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus.

Sgiliau Ysgrifennu

- **Lefel 5:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.

Sgiliau Iaith Gymraeg:

Gwrando a Siarad:

- **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol.

Sgiliau Darllen

- **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith.

Sgiliau Ysgrifennu

- **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.

Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:

- Aelodaeth o Sefydliad Brenhinol y Syrfewyr Siartredig, Cymdeithas Siartredig Peirianwyr Adeiladu, neu sefydliad cydnabyddedig tebyg, neu fod yn gymwys i gael aelodaeth

Profiad Dymunol:

- Profiad perthnasol yn y diwydiant adeiladu.
- O leiaf tair blynedd o brofiad fel Swyddog Rheoli Adeiladu.
- Dealltwriaeth o Ddeddf Adeiladu 1984, Rheoliadau Adeiladu 2010 a'r Dogfennau Cymeradwy.

Sgiliau ymarferol/personol dymunol:

- Yn hunangymhellol.
- Yn gallu meithrin perthnasoedd gwaith effeithiol o fewn a thu allan i'r maes gwasanaeth, ar bob lefel o fewn y sefydliad.
- Y gallu i gyfathrebu'n effeithiol ag aelodau o'r cyhoedd, contractwyr ac asiantau.

Job Description

Job Title: Relief Building Control Officer

Pay Grade: 10, £39,152 - £40,777 per annum

Location/ Base: Canolfan Rheidol, Aberystwyth

Job Evaluation number: JD 1911-01

Main Purpose of the Job:

The post holder is a Building Control Officer for the Building Control Function. They have a statutory duty to manage dangerous structures and inspect all new buildings to ensure compliance with Building Regulations and associated legislations. Approx 70% of the service cost is generated through fee income charged for plan checking and building inspections.

Key Tasks & Responsibilities:

Plan Assessment & Regulatory Compliance

- Assess deposited plans at both general and detailed levels to determine compliance with the Building Regulations 2010, relevant British Standards, and associated Codes of Practice.
- Prepare recommendations on allocated applications for consideration by the Building Control Manager, in consultation with the Principal Building Control Officer.
- Ensure all required consultations with internal departments and external statutory bodies (e.g., Fire Authority, Structural Engineers, Natural Resources Wales, HSE) are completed prior to issuing recommendations.
- Verify Building Regulation application fees in accordance with the Building (Local Authority Charges) Regulations 2010, referring any discrepancies to the Principal Building Control Officer.

Site Inspection, Monitoring & Enforcement

- Undertake site inspections of works in progress, ensuring compliance with Building Regulations, construction methods, and workmanship standards; respond to statutory notices within required timescales.
- Identify and report contraventions, unauthorised works, or enforcement issues to the Principal Building Control Officer, and attend Magistrates Court when required to give evidence.
- Inspect potentially dangerous structures under the Building Act 1984, and when necessary, attend court with Legal and Governance representatives to obtain appropriate orders.

Technical Advice, Consultation & Communication

- Provide technical guidance to developers, architects, builders, statutory undertakers, and other stakeholders on Building Control matters and related legislation.
- Advise builders, developers, architects, council departments, and members of the public on procedural and technical aspects of the Building Regulations, ensuring fire safety and other statutory requirements are met.
- Respond to correspondence from applicants, solicitors, architects, surveyors, and other professionals relating to applications under the officer's responsibility.

Administration, Records & Operational Support

- Monitor unauthorised work, site contraventions, and inspection requirements within the designated area, ensuring accurate and comprehensive record keeping.
- Instruct the Building Control Administration Officer to issue invoices for site inspections in accordance with the Building (Local Authority Charges) Regulations 2010.
- Inspect sites prior to recommending authorisation of Demolition Notices and report findings to the Building Control Manager.
- Deputise for the Principal Building Control Officer when required and undertake any additional duties assigned by the Head of Economy & Regeneration Services.

Disclosure & Barring Service Check*: Not Applicable

Essential Professional Registration / Membership:

Other: Post holder needs to be Registered Building Inspector class 2(a-f) or higher

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- Educated to degree level in a relevant subject or equivalent experience.
- To be a Registered Building Inspector class 2 (a-f) or higher.

Essential experience:

- The postholder shall have a minimum 3 years' relevant experience in the construction industry.

Essential practical/personal skills:

- Ability to manage own workload with limited supervision and to work to deadlines.
- The ability to work as part of a team.
- Ability to communicate effectively at any level, both orally and in writing.
- Competent in the use of IT systems.
- Good interpersonal skills.
- Interest in personal & professional development.
- Reliable, discrete and diplomatic.
- The ability to prioritise work to meet targets.
- Self-confident with personal drive, to work flexibly and under pressure.
- Ability to pay attention to detail and to think laterally and problem solve.
- A strong commitment to providing a high-quality service and strong commitment to customer satisfaction.
- Commitment to developing quality standards.
- Commitment to the promotion of Local Authority Building Control (LABC).
- Must hold a full driving licence, with access to a car for business purposes.
- Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.
- Willing to work outside normal office hours and overtime as requested.

English Language Skills:

Listening & Speaking

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

Reading Skills

- **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

Writing Skills

- **Level 5:** Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.

Welsh Language Skills:

Listening & Speaking

- **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.

Reading Skills

- **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

Writing Skills

- **Level 3:** Can write informal messages and reports for internal use.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- Membership or eligibility for Royal Institution of Chartered Surveyors, Chartered Association of Building Engineers, or similarly recognized institute.

Desirable experience:

- Relevant experience in the construction industry.
- A minimum of at least 3 years as a Building Control Officer.
- An understanding of the Building Act 1984, Building Regulations 2010 and Approved Documents.

Desirable practical/personal skills:

- Self-motivated.
- Be able to build effective working relationships within and outside the service area at all levels within the organisation.
- The ability to communicate effectively with members of the public, contractors and agents.