

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Economic Development and Planning
Service area	Building Control

Post details	
Job title	Administration Assistant (Building Control)
Post Number	TBC
Vacancy Reference	EDP122
Scale	Scale 3 (scp 7-8) £26,403 to £26,824 per annum
Contract	2 Year Fixed Term Contract
Location of work	Council Offices
Directly responsible to	Head of Development Management and Building Control
Directly responsible for	-
Hours	37 hours per week
JE Reference	GLPC
Primary purpose and scope of the job	
To provide administrative support for the Building Control function.	

Key Tasks and Responsibilities

- Carry out administrative work in connection with building regulation applications i.e. entering applications, making up files, word processing, issuing consultations and decision notices, answering queries from the public etc.
- Maintain the computerised building control system, produce documents and reports required by the Senior Surveyor (Building Control).
- Respond to Building Control questions on Land Charges Searches, historical searches and maintain a system of filing and records for the Building Control search function.
- Provide copies of Building Regulation notices to solicitors and the legal profession, undertake the receipt of money and to request and monitor requests for payment.
- Undertake a statistical analysis and performance monitoring of the Building Control function.
- Carry out administrative work in connection with the Building Safety Levy (Levy) including maintaining and updating Levy records, processing payments, issuing determination notices and preparing statistical data for reporting.
- Carry out administrative work and maintain register in connection with Approved Inspectors legislation.
- General office administration cover, assist in processing orders and accounts for the department as required by the Surveying Manager.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Lyndsey Hayes
Role	Head of Development Management and Building Control
Date Revised	28/07/2026

Person Specification



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Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

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Criteria

Experience		
Previous experience of clerical/admin work.	A/I	E
Dealing with customers both face-to-face and on the telephone.	A/I	E
Experience of using IT systems and databases to maintain records.	A/I	E
Working within a busy office environment preferably within a local authority or public sector setting.	A/I	D
Familiarity with financial processes such as invoicing, payment tracking and reconciliation	A/I	D

Skills and Abilities		
Ability to work effectively as part of a team.	A/I	E
Competent use of computers and able to access IT systems.	A/I	E
Competent to use MS Word, Outlook, Excel.	A/I	E

Willingness to be trained on in-house software.	A/I	E
Understanding of planning or building control procedures and regulatory frameworks.	A/I	D

Education, Qualifications and Knowledge		
No formal qualifications required, but must have good standard of literacy and numeracy.	C	E
IT qualification such as CLAIT/ECDL or equivalent.	C	D

Other requirements		
Ability to organise own workload and meet deadlines.	A/I	E
Accuracy and attention to detail.	A/I	E
Flexible and self-motivated approach.	A/I	E
Able to work under pressure.	A/I	E
Good communication skills.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

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