

Job Description

POST TITLE	Trainee Registered Building Inspector (Career Grade)	POST NO:	HH1625
SERVICE UNIT	Housing and Development Control	GRADE:	CG 6-7
JOB EVALUATION	A2131 (level 1) A2133 (level 2)	JOB FAMILY	
RESPONSIBLE TO:	Building Control Manager		
RESPONSIBLE FOR:	None		
LOCATION	Town Hall	STATUS	Staff

Job Purpose

As a Class 1 Registered Building Inspector you will be expected to positively contribute to the effective and efficient service delivered by the building control team including providing guidance and support for the Support Officer.

You will gain structured on and off the job experience and will be required to attend all parts of an agreed building control surveying academic training programme in order to gain the knowledge, skills and behaviours required of a competent public service Registered Building Inspector.

You will be supported and mentored by an experienced building control team, giving you the opportunity to work on site, in the office and remotely as your experience and abilities develop.

Roles at this level are entry level for those wishing to follow a career in Building Control. To progress to Grade 7, you must achieve Registration as a Class 2A Building Inspector.

Main Duties and Responsibilities Grade 6: Class 1- Trainee Registered Building Inspector (Level 1)

- 1 To provide technical guidance and support to the Building Control Support Officer, including processing correspondence, copying, filing, raising invoices and taking payments for applications
- 2 Within your Class of competence, advise on and correctly apply building regulations to respond to queries from architects, builders, contractors and developers, escalating queries to others, where necessary.

- 3 Under the direct guidance of senior colleagues, undertake building control inspections within a defined programme and within statutory frameworks.
- 4 Undertake inspections of dangerous structures, seeking guidance when necessary and taking appropriate action in accordance with Section 77 and 78 of the Building Act to maintain public safety.
- 5 Communicate orally and in writing with colleagues, contractors and other partner agencies via both verbal and written reports. Keep accurate, up to date contemporaneous notes and records of site visits and technical activities in accordance with the councils and regulators procedures and guidelines.
- 6 To maintain and update relevant software systems to ensure good quality data management and secure information storage.
- 7 Assist in technical investigations and prepare reports, collect evidence and prepare statements for Registered Building Inspectors to take actions across all areas of the Building Regulations.
- 8 Undertake a course of study such as the CIOB Level 4 Diploma in Building Control Surveying, delivered by LABC (Local Authority Building Control) or equivalent
- 9 To comply with all relevant legislation and Council policy including standing orders, finance policy, health and safety legislation and policy, General Data Protection Regulations, equalities legislation and policy.
- 10 To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.
- 11 To work actively to promote community cohesion, good race relations and equality of opportunity.
- 12 To attend training identified as necessary to undertake current and future job requirements.

To progress to Grade 7: The Post Holder must achieve Registration as a Class 2A Registered Building Inspector (Level 2)

- 13 To continue to carry out all the activities mentioned previously
- 14 Within the limits of competence, support and supervise Class 1 Registered Building Inspectors in relation to Class 2A buildings in accordance with the management framework including, where agreed, the delegation of plan checking, site inspections and other duties.
- 15 Based on validated and registered competence, without direct supervision, manage a portfolio of Class 2A development sites maintaining records, for plan appraisals and site inspections within a

framework for inspections of Class 2A projects to ensure compliance with current Building Regulations, Building Act 1984, allied legislation and technical standards.

- 16 Undertake a course of study such as the CIOB Level 5 Diploma in Building Control Surveying, delivered by LABC (Local Authority Building Control) or equivalent.
- 17 Under supervision, manage a small caseload of Class 2B – Class 2F projects maintaining records, for plan appraisals and site inspections under the direction / supervision of a Class 2B – 2F or 2A – 3H Registered Building Inspector, where appropriate.
- 18 Within the limits of competence provide accurate information, advice and professional support to businesses and/or individuals, in accordance with the inspection framework or through 'spot checks' and ensure appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from another 2A Registered Building Inspector or Class 2A -2F or 2A - 3H Registered Building Inspector.
- 19 Communicate effectively with contractors, colleagues and businesses and the general public, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies
- 20 Undertake and record Continuous Professional Development in order to facilitate the retention of Building Safety Regulator Class 2 registration

Nature of Contacts and Relationships: Customers of the building control service, agents, statutory and voluntary organisations, contractors, councillors and members of the general public.
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Responsibilities for Supervision: None

Responsibilities for Finance: Raising invoices, payment of invoices, receiving and processing building regulation application fees, requesting dangerous structure works.
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Responsibility for Physical Resources: None
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Work Environment: Office/Site based
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Health & Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by:**Date:** January 2025**Postholder:****Date of issue:**



Person Specification

POST: Trainee Registered Building Inspector (Career Grade)	GRADE: CG 6-7
DIRECTORATE: Housing and Development Control	POST NO: HH1625

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. 5 GCSE's or equivalent at grade C or above to include Maths and English	E	A/C
2. Ability and willingness to work towards a CIOB Level 4 Diploma in Building Control Surveying	E	A
3. Ability and willingness to obtain Class 2A Registered Building Inspector status through the Building Safety Regulator	E	A
4. Attainment of CIOB Level 4 Diploma in Building Control Surveying (Essential to move to level 2)		
5. Attainment of Class 2A Registered Building Inspector status through the Building Safety Regulator (Essential to move to level 2)		
6. Ability and willingness to work towards a CIOB Level 5 Diploma in Building Control Surveying (Essential to move to level 2)		
EXPERIENCE		
7. Experience of dealing with customers	E	A/I
8. Experience of using computers and software to include word processing, databases and spreadsheets	E	A
9. Experience of working in a support and administrative section of an organisation	D	A/I

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
SKILLS AND COMPETENCIES		
10. Ability to successfully complete the relevant courses, training and work required to complete a Level 4 qualification in Building Control (this includes but is not limited to courses provided by Local Authority Building Control (LABC))	E	A
11. Ability to work as part of a team	E	A/I
12. Ability to work on own initiative when required	E	A/I
13. Ability to manage confrontational situations to prevent escalation	E	A/I
14. Ability to maintain accurate computerised records and filing systems	E	A/I
15. Ability to demonstrate basic knowledge of building regulations and legislation, governing building development, and the ability to read building plans	E	A/I
16. Ability to correctly receive, process and account for income	D	A/I
17. Ability to display a basic understanding of the Building Inspector Competence Framework (BICoF)	E	I
18. Ability to process and prepare documentation in a precise and accurate manner	E	A
19. Ability to maintain Continuing Professional Development (CPD) in accordance with the Registered Building Inspector Code of Conduct	E	A
20. Possession of a current full driving licence	E	A

Selection Criteria	Essential/ Desirable E/D	<u>Method of Assessment</u> Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
The Burnley Way		
<p>Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives.</p> <p>Further details are contained in the Behaviour Framework</p>		

January 2025