

JOB PROFILE

Directorate:	Director of Customer Experience
Service Area:	Planning & Growth (Building Control Joint Service)
Job Title:	Building Control Surveyor (Registered Building Inspector Class 2a to 2A-F)
Grade:	PO1-PO3 Bars at the top of PO1 and PO2 (<i>see Special Factors</i>)
Post Number:	M410
Base/Location:	Southfields, Loughborough
Responsible To:	Building Control Manager
Responsible For:	Junior staff commensurate with the grade or as directed.
Key Relationships/ Liaison with:	Internal – Officers at all levels of the organisation and Elected members. External - clients, architects, surveyors, designers, structural engineers, clerks of work, contractors, the public, government all relevant agencies/statutory undertakers (including Fire & Rescue Service), other local authorities.

Job Purpose

- To provide a professional and customer focused building control service to clients under the Building Act 1984 and the Building Safety Act 2022, the Building Regulations and associated legislation.
- To develop new business and maintain customer relationships in a commercial fee earning environment to performance targets.
- To deliver an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities marked with * *are commensurate with the postholders BSR Class of Registration and within the limits of the postholders competence.*

Main Duties and Responsibilities

1.	To discharge the council's delegated powers and duties as required by the Building Act 1984 and other legislation and to provide appropriate and proportionate advice to the responsible officer concerning decisions about compliance with the Building Regulations etc. *
2.	Undertaking restricted activities, the examination and determination of plans submitted for approval under the Building Regulations and allied legislation, ensuring that all necessary consultations are undertaken, and decisions are made within the

	specified target and statutory periods. Ensure that Decision Notices are implemented and issued within the statutory timescales. *
3.	Undertaking restricted activities, the inspection of work on site, including the scheduling of subsequent inspections, to establish and enforce compliance with Building Regulations and allied legislation, including determining a project compliance against the standards set by the Building Regulations so that completion certificates can be issued. *
4.	Undertaking restricted activities, that is initiating and implementing enforcement procedures, including serving compliance and stop notices, and where appropriate, prosecutions, in respect of work on domestic properties that contravene legislation. *
5.	Provide pre-application advice or guidance to any prospective customer or user of the service, this includes staff from other services within the partnership. *
6.	Providing customers with fees and charges for projects and ensuring that the fees charged for any given project accurately reflect the cost of providing the fee earning service carried out. *
7.	To participate in the 24/7 standby and callout rota for Dangerous Structure inspections, carry out prompt investigations and inspections of dangerous structures including the organisation and supervision of emergency remedial work; the service of statutory notices and liaison with and/or provision of advice to the emergency services. Ensure any costs to the Council are recovered.
8.	Identify, investigate and take formal enforcement action through the First Tier Tribunal, to ensure the removal of dangerous structures within the partnership area. This includes instructing an outside contractor and implementing emergency powers outside of contracted hours of employment (additional payments available).
9.	Upon receipt of notification of demolition under the Building Act 1984 for a domestic property, issue appropriate notices under the Building Act 1984 and investigate and take appropriate action in relation to complaints relating to demolition works.
10.	To keep comprehensive and accurate written and photographic records of all site inspections, actions and decisions in any system provided by the Council. Issue site records to relevant parties of each inspection.
11.	Undertake marketing and business development activity as directed.
12.	Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicators.
13.	Manage the allocated workload to ensure that agreed levels of service are maintained, and that the service operates within agreed performance targets. *
14.	Take responsibility for the supervision of more junior colleagues by shadowing, checking, or assessing their work. *
15.	Any other duties that may be considered appropriate by the Partnership Manager, including working across the entire partnership area.
16.	Actively pursue continued personal development of skills, knowledge and competency necessary for effective performance in the role, for the team, service and maintenance of BSR Class of Registration.
17.	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.
18.	Contributing to the continued registration to ISO 9001 and work in accordance with the Code of Conduct for Registered Building Inspectors.

19.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
20.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- This position is based at the Council Offices, Southfields Road, Loughborough; however, it is expected that it will be agile role with a significant proportion of the duties being carried out away from the office during the working week including on site, working at home or at the offices of partner organisations.
- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This position has an Essential Car User allowance; this is however subject to a yearly review in regard to both the use and associated mileage.
- Professional fees are paid for one professional organisation and registration fee with the Building Safety Regulator.

Careers Grade Requirements:

- Appointment at Grade PO1: Building Control Surveyor (Registered Building Inspector Class 2A) requirements:
 - Level 4 LABC competency qualification (or Equivalent) and hold a current registration with the Building Safety Regulator at class 2A, plan checking and site inspections.
 - Evidence history of successfully achieving an acceptable level of performance and competence in discharging all the Main Duties and Responsibilities of the post holders current career grade.
- Appointment at Grade PO2: Building Control Surveyor (Registered Building Inspector Class 2A-D) requirements:
 - Level 5 LABC competency qualification (or Equivalent) and hold a current registration with the Building Safety Regulator at class 2A-D, plan checking and site inspections.
 - Evidence history of successfully achieving an acceptable level of performance and competence in discharging all the Main Duties and Responsibilities of the post holders current career grade.
- Appointment at Grade PO3: Building Control Surveyor (Registered Building Inspector Class 2A-F) requirements:
 - Level 6 LABC competency qualification (or Equivalent) and hold a current registration with the Building Safety Regulator at class 2A-F, plan checking and site inspections.
 - Evidence history of successfully achieving an acceptable level of performance and competence in discharging all the Main Duties and Responsibilities of the post holders current career grade.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled

people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Building Control Manager

Date: November 2025

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	Essential	Desirable
<u>Qualifications</u>		
1. Appointment at Grade PO1: Building Control Surveyor (Registered Building Inspector Class 2A): • Level 4 LABC competency qualification (or Equivalent) and hold a current registration with the Building Safety Regulator at class 2A, plan checking and site inspections. • An appropriate level of membership commensurate with the post of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.	✓	
2. Appointment at Grade PO2: Building Control Surveyor (Registered Building Inspector Class 2A-D): • Level 5 LABC competency qualification (or Equivalent) and hold a current registration with the Building Safety Regulator at class 2A-D, plan checking and site inspections. • An appropriate level of membership commensurate with the post of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.	✓	
3. Appointment at Grade PO3: Building Control Surveyor (Registered Building Inspector Class 2A-F): • Level 6 LABC competency qualification (or Equivalent) and hold a current registration with the Building Safety Regulator at class 2A-F, plan checking and site inspections. • An appropriate level of membership commensurate with the post of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.	✓	
Note: In all cases the candidate will need to evidence a history of successful achievement and an acceptable level of performance	✓	

in discharging all the main duties and responsibility of the post holder current grade.		
<u>Experience</u> Evidence a level of experience working in Building Control commensurate with the post and the level of appointment. A thorough understanding of the Building Regulations and associated legislation, their underlying philosophy and an ability to think laterally for a solution. Knowledge and understanding of the issues facing Local Authority Building Control. Show an understanding and ability to market the Building Control Service and working with service customers. An awareness of relevant Health & Safety legislation to ensure personnel safety in a work environment. Experience in collating evidence and preparing files for legal action.	✓ ✓ ✓ ✓ ✓ ✓	
<u>Skills / Knowledge</u> At Class 2A – 2F RBI, you will be expected demonstrate sufficient knowledge and understanding of the management, delivery and technical competencies described in the Building Inspector Competence Framework. At the candidate's current registration level and if applicable a similar level of understanding and knowledge commensurate with the role and competency level being applied for. as they relate to Class 2A – 2F buildings and your role. As authorised by the Building Safety Regulator to operate within the postholders class of registration, evidence a track record of proven skills and competency to work either: • without supervision on projects commensurate with the candidate's class of registration. or; • under supervision on projects commensurate with the candidate's skill and knowledge outside their class of registration under supervision. Good IT skills including Microsoft Office programmes and building control back-office system software, including NEC Assure or M3 systems or IDOX Uniform systems. Effective written, oral, communication and presentation skills with the ability to maintain accurate records. Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence.	✓ ✓ ✓ ✓ ✓	

Ability to maintain written records to account for decisions made in relation to the practical application of building control activities and functions within the context of audit.	✓	
Ability to work on your own initiative with minimal supervision within the limits of your competence.	✓	
<u>Interpersonal Skills</u>		
Energetic and driven individual that demonstrates a strong work ethic.	✓	
Ability to work independently as well as part of a team.	✓	
Ability to maintain good working relationships with stakeholders at all levels, representing the authority in an effective and professional manner.		
Confident and self-motivated with an aptitude to think laterally.	✓	
Ability to think and act with a pragmatic and creative approach to problem solving difficult issues and think through the implications of decisions taken.	✓	
Confident to challenge how things are done and offer solutions or alternatives in a constructive and personable way.	✓	
Understands the contribution the role makes to the service and organisation, thinks outside own area to appreciate the aims of other services.	✓	
Carry out all functions in a responsible, respectful and collaborative manner.	✓	
Trustworthy, open, transparent and challenges where necessary.	✓	
Treat everyone with courtesy, politeness and respect.	✓	
Respectful of confidential information, avoids bias, conflict of interest or the undue influence of others to override professional judgements or obligations.	✓	
Ability to manage confrontational situations to prevent escalation.	✓	
Understanding of professional boundaries in your role.	✓	
Track record of Continuing Professional Development (CPD) in accordance with the Registered Building Inspector Code of Conduct.	✓	
<u>Other requirements</u>		
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with	✓	

reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.		
Full driving license and own vehicle suitable for use at work and/or access to a mode of transport which allows the post-holder to carry out the duties of the role.	✓	
Ability to work in various locations which will require the post holder to work on construction sites across rough terrain, climbing ladders and entering trenches, etc.	✓	
On occasion to be able to work outside normal office hours.	✓	
To be able to travel and work throughout the Charnwood and Northwest Leicestershire districts, as well as on occasions work outside of those districts as directed. (Using your own transport).	✓	

Prepared by: Building Control Manager
Date: November 2025