

## Building Inspector

### Job Description and Person Specification

<b>Directorate:</b>	Communities	<b>Service:</b>	Building Control
<b>Responsible to:</b>	Principal Building Inspector	<b>Responsible for:</b>	N/A
<b>Grade:</b>	7/8/9		
<b>Location:</b>	Civic Centre, Poulton-le-Fylde		

#### Job Purpose:

To contribute towards the efficient and effective operation of the Building Control service. This will mainly involve responsibility for all plan checking, site inspections and associated duties within a defined area of the borough.

#### Key Tasks & Responsibilities:

- To examine plans submitted under the Building Regulation for compliance, or otherwise, with the appropriate legislation.
- To undertake site inspections of work in progress in order to determine the compliance, or otherwise, with the Building Regulations and allied legislation.
- To meet applicants, agents, developers or any interested party to discuss areas of non-compliance of submitted plans and details or work under construction.
- To keep clear and accurate records of all inspections made and matters arising.
- To liaise and consult with other departments and bodies as required by statute or where a common interest applies.
- To provide professional advice on Building Control matters to the general public, applicants and their agents.
- Check fee payments for work carried in connection with Building Regulation applications.

- To take part in any marketing and promotion activities carried out by the section.
- To inspect and report on suspected dangerous buildings or structures and take any appropriate enforcement action in consultation with the Building Control Manager.
- To support others in processing and respond to notifications of intended demolition.
- To take appropriate action to remedy any breach of the Building Regulations which appears to warrant enforcement action and to appear in Court at such times as may be required to give evidence in support of prosecutions for non-compliance with Building Regulations.
- To undertake any other duties as may be required by the Building Control Manager, which are commensurate with the duties and grading of this post including supervision of colleagues.
- To ensure that the above activities are undertaken in accordance with Council Policy and general guidelines laid down by the Building Control Manager.

### Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
A building related qualification equal to NVQ level 5 or above	<b>Desirable</b>	Application/Interview





Suitable membership of CABE or RICS or other appropriate body	<b>Essential</b>	Application/Interview
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<b>SKILLS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Good technical knowledge of Building Regulations	<b>Essential</b>	Application/Interview
Ability to understand and interpret legislation	<b>Essential</b>	Application/Interview
An awareness of relevant Health & Safety legislation	<b>Essential</b>	Application/Interview
A good understanding of the construction industry and construction methods	<b>Essential</b>	Application/Interview
Good communication and interpersonal skills	<b>Essential</b>	Application/Interview
Good team worker	<b>Essential</b>	Application/Interview
Good general IT skills and ability to learn relevant software systems	<b>Essential</b>	Application/Interview
Committed to change and the delivery of excellent customer service	<b>Essential</b>	Application/Interview
Knowledge of current Building Control issues	<b>Essential</b>	Application/Interview
Ability to prioritise workload and meet deadlines	<b>Essential</b>	Application/Interview

<b>EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Experience of surveying /construction related employment	<b>Essential</b>	Application/Interview
Demolition Notices	<b>Desirable</b>	Application/Interview
Dangerous structures	<b>Desirable</b>	Application/Interview
Experience of Building Control in the Public or Private Sector	<b>Desirable</b>	Application/Interview
Quality assurance	<b>Desirable</b>	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Ability to drive and provide own means of transport	<b>Essential</b>	Application/Interview
Ability to meet physical demands of the role	<b>Essential</b>	Application/Interview
Must be prepared to work outdoors	<b>Essential</b>	Application/Interview
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	<b>Essential</b>	Application/Interview
Regular and Reliable Service	<b>Essential</b>	Application/Interview
Demonstrate behaviours that support our values	<b>Essential</b>	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.  
All Behaviours listed are essential to the post.**

			
<b>Professional</b>	<b>Innovative</b>	<b>Collaborative</b>	<b>Customer focused</b>
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> <li>• Have pride in how we represent the council</li> <li>• Treat people with respect and consideration</li> <li>• Are conscientious and carry out our work to a high standard</li> <li>• Carry out our work activities in an honest and ethical manner</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively embrace change and learn from our mistakes</li> <li>• Challenge and constructively question existing processes</li> <li>• Make best use of our resources to provide excellent services</li> <li>• Encourage creative thinking with colleagues and peers</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively with colleagues and stakeholders</li> <li>• Develop productive relationships and achieve the best results</li> <li>• Recognise and embrace the knowledge and skills of others.</li> <li>• Embrace the concept of one team one council and all work together</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to provide excellent services</li> <li>• Understand our customers' needs and consider things from their perspective</li> <li>• Effectively communicate and manage expectations</li> <li>• Actively seek ways to maximise customer satisfaction</li> </ul>

**Special Conditions:**

**(e.g. Weekend work, shift allowance, car/mileage allowance)**

- You must be a Registered Building Inspector to hold this post
- Cost of BSR Registration, professional body membership and any related assessments will be paid
- Salary grading structure as follows:
  - Validated BSR Competency Class 2a - Grade 7
  - Validated BSR Competency Class 2b - Grade 8
  - Validated BSR Competency Class 2d, 2c, 2e or 2f - Grade 9
- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

**Prepared by: Steve Smith**

**Date: April 2026**

**Post Holder Signature:**

**Date:**