Working at Broadland District Council and South Norfolk Council

Job Role: Regulatory Specialist & Learning & Development Manager

Department: CNC Building Control

Directorate: Place

Purpose:

To design, deliver, and continuously improve CNC Building Control's learning and development programs focused on Building Regulations and related legislation. This role ensures that all staff—including surveyors, trainees, and apprentices—receive up-to-date training and guidance to maintain compliance and professional competence.

To provide expert interpretation of building regulations and associated legislation (such as the Building Act 1984, Building Safety Act 2022, Fire Safety Act 2021, and Health & Safety at Work Act 1974) to management, surveyors, business support teams, and stakeholders. Acting as a trusted advisor, the specialist supports the consistent application of regulations across the organisation and contributes to the ongoing enhancement of quality systems, ensuring processes remain aligned with evolving requirements.

Main duties and responsibilities:

- Proactively monitor, interpret and assess changes to Building Control-related legislation and regulations, ensuring that all staff are promptly informed of these updates and receive training appropriate to their validation levels to maintain compliance and professional competence.
- Collaborate with the Business Improvement Manager to ensure the Quality Management System (QMS) is consistently updated to reflect all necessary process changes arising from legislative or regulatory changes. Take responsibility for maintaining compliance and supporting the continuous improvement of organisational processes.
- Deputise for the Service Manager in their absence.
- Deliver expert technical guidance and support in the design, development, and implementation of tailored training programmes for all staff by identifying learning interventions that meet individual learning needs and bridging competency gaps. Proactively ensure the ongoing delivery of a structured and continuous schedule of learning activities, fostering professional growth and maintaining high standards of competence across the organisation.
- Service as a trusted advisor to the Management Team, offering objective input and facilitating well-informed decisions in situations where differing opinions arise regarding legislative changes.
- Attend and contribute to CNC Management Team and stakeholder meetings.
- Present updates and guidance on legislative changes to internal and external stakeholders through face-to-face training, workshops and presentations.
- Exercise delegated powers under the Building Act 1984, Building Safety Act and other related legislation, advising officers on compliance.
- Deliver accurate advice and support to businesses and individuals through inspections and spot checks.

- Investigate complaints, manage dangerous structures, and support/lead enforcement actions as needed.
- Build strong relationships with industry professionals by collaborating with external agencies, contractors, elected members, and internal teams to ensure cohesive service delivery and promote service improvements.
- Champion CNC's vision, values, and strategic goals in daily operations.
- Contribute to the development and use of ICT systems and remote working tools.
- Ensure compliance with Council rules, Codes of Conduct, and professional standards.
- 20% of the role's time to external communication.

Role specific qualifications, experience, skills and abilities

Criteria	Essential or Desirable	
Education and Qualifications		
Registered with the BSR as a Class 2A-F (as a minimum) RBI and must undergo/pass regular competence validation assessments aligned with the Building Safety Regulator (BSR) and the relevant Class.	E	
Hold full membership of the Royal Institute of Chartered Surveyors (RICS), the Association of Building Engineers (CABE), or the Chartered Institute of Building (CIOB).		D
Experience and Knowledge		
Demonstrable experience in working in a building control managerial role within a local authority building control or approved inspector environment.	E	
Demonstrate exceptional knowledge of and be able to interpret relevant legislation, including Building Act 1984, Building Safety Act 2022, Approved Inspector legislation, HSE legislation, Police & Criminal Evidence Act (PACE), and related construction legislation.	E	
Demonstrable experience of leading and developing training programmes within the construction industry to higher education standards.		D
Exhibit exceptional knowledge of the construction industry, including methods, techniques, and materials.	E	
Skills, Abilities and Competencies		
Demonstrate strong written, verbal, and presentation skills by clearly communicating technical information, maintaining accurate records and audits, handling complex inquiries professionally, and confidently delivering legislative updates through presentations, workshops, training plans, and one-to-one meetings for internal and external audiences.	E	
Use Microsoft Office and building control software confidently.		D
Manage time effectively, working to deadlines with accuracy and diligence.	E	
Solve complex problems pragmatically, creatively, and with sound judgment with the ability to communicate the rationale.	E	
Maintain audit-ready records to support decisions and compliance.	E	
Provide confident reporting and formal evidence when required.		D
Influence and negotiate effectively to achieve compliance and service goals.	E	
Work independently and collaboratively, maintaining professional relationships.	E	
Demonstrate initiative, logical thinking, and a proactive work ethic.	E	
Engage in lifelong learning to stay current with legislative changes.	E	
Manage confrontational situations calmly and professionally.	E	

Working at Broadland District Council and South Norfolk Council

One Team Values and Behaviours		
Passionate and flexible	E	
Trustworthy and respectful	E	
Customer focused	E	
Collaborative	E	
Big and bold thinker	E	
Entrepreneurial and commercial	E	

DATE: January 2026