Registered Building Inspector

Department	**Development and Building Control**
Pay Grade	**CG6-8**
Responsible to	**Building Control Team Leader (non-technical)**

Role Purpose

To undertake technical assessments/ activities and make decisions on those assessments, using skill, knowledge, experience gained through qualifications and practical experience commensurate to the post holders' class of registration.

Effectively deliver the Building Control function throughout the Council's jurisdiction and as part of any partnering or similar scheme, ensuring buildings comply with the relevant regulatory standards in terms of health, safety, sustainability, energy conservation, accessibility, and design.

To be able to effectively manage a range of projects, examining plans and carrying out site inspections, initiating and assisting with enforcement action, assessing dangerous structure, and implementing immediate remedial works as necessary.

Where appropriate and required and within limits of competence to provide Supervision (as required under the national competency framework) of the work of others within the Building Control team.

The role profile forms part of a career grade within the Building Safety Regulations competency framework for a Registered Building Inspector Class 2A to Class 2F for both plan checking and site inspections.

Role Specific Responsibilities / Accountabilities

- To carry out unsupervised functions and/ or activities that are within the limits of the competence registration. Undertaking functions and/ or activities on buildings etc that are beyond the limits of competence must be under the Supervision of a suitably competent Registered Inspector.
- To discharge the Council's delegated powers and duties as required by legislation and to provide appropriate and proportionate advice to the responsible officer concerning decisions about compliance with Building Regulations.
- Manage a portfolio of development sites, including new applications, regularisation, and reversion applications, and maintain proper records, for plan appraisals and site inspections, the evaluation of work/ remedial action, working within a framework for inspections of projects to ensure compliance with current Building Regulations, allied legislation, and technical standards.

- 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.
- Investigate matters, and complaints, including the control of demolition, dangerous structures, contraventions, and unauthorised works initiating and assisting with and taking formal enforcement action as appropriate, including assisting with arranging for files of evidence and where necessary attend magistrates court as the Council’s expert witness.
- Within the limits of competence support and supervise, other members of the team including, where agreed, the delegation of plan checking, site inspections and other duties, being responsible for the work and making sure it is done correctly.
- Liaise and/ or consult with internal and external stakeholders as necessary to ensure a seamless team approach to the provision of guidance, advice, and service delivery.
- To respond to and deal with dangerous structures and liaise with emergency services and other external bodies to apply appropriate solutions. This may involve some out of hours working.
- Establish and maintain appropriate links with building professionals and clients, providing an excellent customer-focused service and assist with the development of the building control service with the exploration of new and expanding markets to encourage new and repeat business.
- Assist with customer focused activities, such as promotions and seminars.
- Respond to change in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/ or end of the day.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Minimum Registered Building Inspector registration of Classes 2A to include both Plans Assessment and Inspections.
- Educated to the equivalent level 4-6 academic qualification or equivalent, relevant professional/ vocational training with significant demonstratable experience in building control.
- Knowledge of legislation, regulations, and professional codes of practice for the service area, including the operational standards rules set by the Building Safety Regulator and legislation relating to construction and Health and Safety at Work (etc) Act 1974 and associated Building Control functions offered by a Local Authority.
- Understand professional boundaries and how they impact on service delivery within the setting of local government.
- Demonstratable knowledge of the construction industry, methods, techniques, and materials.
- Experience in Building Control working independently to manage your own caseload of applications
- Experience of providing high standards of customer service across a range of diverse activities.

- Effective written, oral, communication and presentation skills with the ability to maintain accurate records.
- Demonstratable technical competence, logical methods of working, shows attention to detail and provides clear professional advice.
- Ability to understand architects' plans, undertake site inspections; compile reports and keep written records to justify decisions made.
- Effective interpersonal/ people skills, self-motivated and a productive team player, able to co-ordinate work activities to maximise service delivery.
- Able to think and act with a pragmatic and creative approach to problem solving difficult issues, breaking these down into manageable parts and think through the implications of decisions. Able to work flexibly and adapt to changing priorities.
- Ability to work on own initiative with minimal supervision within limits of competence.
- Supervision of others to oversee work within limits of competence of a task, activity, or process to ensure it is undertaken appropriately, correctly and to required standards.
- Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence.
- IT proficient, with a good range of skills, including correspondence, data input and ability to use relevant office programmes and software.
- Must have a full current UK driving licence and the ability to travel throughout the district

Desirable Criteria

- Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.
- Demonstrate a good understanding of local government services and procedures.
- Have an awareness of financial constraints and how they impact on service delivery.
- Able to influence in a positive manner and support others with new ways of working to ensure business objectives are achieved.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.

- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly