CHELTENHAM
BOROUGH COUNCIL

Job description and employee specification template

Job title:	Building Control Surveyor	**Location:**	Municipal Offices
Reports to:	Senior Building Control Surveyor	**Working hours:**	37 per week
Job number:	TBC	**Salary grade:**	Grade I
Supervises:	Supervising and mentoring Technician / Apprentice (but not line manage)		
Purpose:	This role will be in line with and minimum of the Class 2A building inspectors as defined by the Building Safety Regulator (BSR) and will perform restricted activities and advise on restricted functions, within the limitations of their registration. The individual Registered Building Inspector will work on those appropriate to their competence and the limitations of their registration. The building types reflect those identified within the Building Regulations 2010 (as amended) and the Approved Documents. The registration scheme for this class will recognise the skills, knowledge, experience and behaviours of the individual and will relate to residential dwelling houses (single household) less than 7.5 metres in height. Expected to have and maintain their Class 2A Building Inspector competences as defined within the HSE Building Inspector Competence Framework throughout employment.		
Key duties and responsibilities:	The main activities undertaken by the role are assessing plans and carrying out inspections to assess whether building work is undertaken in compliance with the Building Regulations 2010 (as amended), other requirements of the Building Act 1984 (as amended) and associated legislation, standards and guidance for the type of buildings as mentioned above as defined by the Building Safety Act 2022 (as amended). These relate to the subject areas, activities, and functions within the competence framework and the ability to deliver on these in compliance with limitations within the individual's registration. **This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes**. **General accountabilities** • Identifying, determine and taking action to secure compliance. • Providing competent advice to building control bodies and duty holders. • Acting within and maintain own competence, supporting others to do same. • Identifying and report conflicts of interest for appropriate action to be taken. • Undertaking all work in compliance with the Code of Conduct. • Work to add value to, and be a valued member of, the team and to be valued by customers. • Maintain a safe working environment and ensuring, as reasonably practicable, that safe working practices are adopted by employees within the working environment. • Work in compliance with the codes of conduct, regulations (including financial) and policies of the council.		

	• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information. • Show a commitment to safeguarding the welfare of vulnerable adults, young people and children, in line with the organisation's policy. • All other duties, functions etc as deemed appropriate by senior management.

Organisational Values:	Work to and help embed our organisational values: 
Essential requirements - qualifications, skills, abilities and experience:	**Qualifications** • Registered as a minimum Class 2A Building Inspector. • Level 4-6 academic qualification or equivalent, relevant professional/vocational training. • Sufficient knowledge to contribute to the demonstration of competence against the BICoF, relevant legislation, Approved documents and guidance. • Fire/life safety. • Health and safety. • Design and construction. **Experience** • Assessing compliance against the Building Act 1984 (as amended), Building Regulations 2010 (as amended) and other applicable, allied legislation, standards and guidance. • Previous experience of the building types on which they intend to work. • Inspections. • Plans assessment. • Developing and implementing inspection schedules. • Assessing safety and risk. • Taking action to secure compliance, including enforcement action. **Skills and abilities** • Analysis of information. • Decision making. • Record keeping and report writing. • IT-proficiency. • Communicating, influencing and interpersonal skills. • Supervising and mentoring trainees.

	• Is customer focussed, responsive, and co-operative with customers. • Is proactive/self-motivated. • Prioritises and meets tight deadlines. • Is flexible. • Ability to maintain confidentiality in accordance with current data protection legislation.
Desirable requirements - qualifications, skills, abilities and experience:	• Commitment to developing knowledge and skills through continuing professional development (CPD). • Commitment to acting with integrity, respect and in compliance with the Code of Conduct. • Making effective decisions. • Communicating and influencing. • Working as an individual and as part of a team. • Adaptability and resilience. • Leadership and seeing the bigger picture. • Ethical and inclusive behaviours.

Special conditions:	• There may be a requirement to work at other locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service. • You will need use of a car for work purposes.	
Date created:	28.09.26	
Date reviewed:		
Created/reviewed by:	**Name: Ian Smith**	**Job title: Head of Building Control**