Trainee Building Inspector

Job Description and Person Specification

Directorate:	Communities	**Service:**	Building Control
Responsible to:	Building Control Manager	**Responsible for:**	None
Grade:	4 – 5		
Location:	Civic Centre, Poulton-le-Fylde		

Job Purpose:

To contribute to the provision of the Building Control service.

To actively participate in structured training or supervised work to become a Registered Building Inspector (Class 2)

Key Tasks & Responsibilities:

To assist in the day-to-day running of the section including the carrying out activities under supervision in both the academic and workplace environment.

To maintain adequate manual and electronic document management systems and data records.

To use IT products to record and process information.

To assist senior staff in the performance of their duties associated with Building Regulations, demolition, dangerous buildings and other secondary functions.

Offer reasonable assistance to enquiries for information and advice and requests for site inspections.

Following adequate training, undertake checking of plans and inspection of work on site for small domestic projects.

To undertake any other duties which are appropriate to the tasks, responsibilities and grading of the post.

Additional tasks and responsibilities as competencies develop:

Under appropriate supervision, examine plans submitted under the Building Regulations for compliance, or otherwise, with the appropriate legislation.

Under appropriate supervision, undertake site inspections of work in progress in order to determine the compliance, or otherwise, with the Building Regulations and allied legislation.

Under appropriate supervision, 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.

To raise invoices and check fee payments for work carried out 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 appropriate action.

To process and respond to notifications of intended demolition.

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.

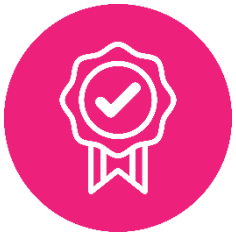
QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Good general level of education	**Essential**	Application/Interview
Minimum of three A-Levels at Grade C or higher	**Desirable**	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Good interpersonal skills	**Essential**	Application/Interview
Good organisational skills	**Essential**	Application/Interview
Effective personal communication skills, both verbal and written	**Essential**	Application/Interview
The ability to work as part of a team and have a flexible approach to work	**Essential**	Application/Interview
The ability to carry out tasks following instructions.	**Essential**	Application/Interview
The ability to work on own initiative	**Essential**	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Experience of working under pressure and to tight deadlines	**Essential**	Application/Interview
Experience of dealing with the public by telephone and in person	**Desirable**	Application/Interview
Experience of using data based computer system and Microsoft Office package (MS Word/Excel/Outlook)	**Desirable**	Application/Interview
Experience of administrative duties	**Desirable**	Application/Interview

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

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

			
Professional	**Innovative**	**Collaborative**	**Customer focused**
In being professional we…	In being innovative we…	In being collaborative we…	In being customer focused we…
• Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner	• Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers	• Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together	• Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

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

- You should be a Registered Building Inspector to hold this post
- The post holder is expected to be working towards Class 2 – Registered Building Inspector.
- The Council will pay for BSR registration, professional body membership and related assessments.

Qualification/Experience Level	**Grade**
No qualification or equivalent experience	Grade 4
Level 3 qualification or equivalent experience	Grade 5

- 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.
- The council operates a strict non-smoking policy.

Prepared by: Mandy Squire **Date: November 2026**

Post Holder Signature: **Date:**