**ROLE PROFILE**

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| **Role Title:** | **Building Inspector** |
| **Service:** | **Building Control** |
| **Directorate:** | **Place and Community** |
| **Accountable to:** | **Building Control Technical Manager** |
| **Grade:** | **PO1 + market rate supplement** |
| **Car Category:** | **Essential** |
| **Work Style:** | **Mobile Office Based Worker** |

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**Purpose of role**

- To provide specialist professional competencies to deliver the Council's Building Control functions.
- To assist in developing the Council's Building Control functions, including providing specialist advice and support to other colleagues and stakeholders such as the Planning and planning Enforcement teams.

**Key Objectives**

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| 1 | To function as a professional lead in relation to relevant Building Regulations, Building Act and Building Safety Act work areas including:<br>- Undertake a personal caseload of Building Regulation submissions in relation to Plan checking.<br>- Undertake a personal caseload of Building Regulation submissions in relation to Site Inspections.<br>- On site enforcement<br><br>To be registered as a Class 2D Building Inspector as defined by the Building Safety Regulators Building Control Registration Matrix. |

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| | To continue developing professional competencies and experience across the range of team activities. |
| 2 | Take any necessary enforcement action to ensure building works comply with the substantive requirements of the building Regulations and associated legislation. |
| 3 | To function as a professional lead in relation to carrying out Inspections and determining appropriate measures to be taken in connection with reported dangerous structures. |
| 4 | To function as a professional lead in relation to controlling demolition works in accordance with relevant legislation. |
| 5 | Maintain accurate site records. |
| 6 | Regularly report on the progress of applications and on any problems arising. |
| 7 | To train and assist with the supervision and development of other team members within the section through the sharing of best practice and relevant experience. |
| 8 | To plan and achieve personal work programme targets and to meet pre-set deadlines; to keep appropriate computer records, prepare reports, and to assist in the completion of statistical returns as required by, the Head of Service and the Building Control Technical Manager. |
| 9 | To undertake all duties in an efficient and professional manner, and in accordance with the Building Inspector Competency Framework (BICoF) and the Building Safety Regulators Operational Standard Rules, whilst acting as an ambassador for the Council . |
| 10 | To assist the team and the Building Control Technical Manager with support in a range of other regulatory work as required and deputise on occasion. |
| 11 | To be a 'risk champion' for the organisation, remain vigilant for risks to the team and organisation and appropriately alert and update managers to risks including controversial and sensitive matters. |

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| 12 | To be a 'champion of change' and be initiative-taking in identifying challenges and opportunities for personal and team development. |
| 13 | To provide specialist Building Control assistance to the Building Safety Regulator as required. |

**Scope**

The post holder will perform a supporting role in delivering an effective and efficient Building Control service for the borough. The post holder will work in partnership with external organisations to deliver a coordinated, integrated place-based approach to services. In doing so, they will work collaboratively across the organisation and beyond and with all levels of staff.

**Work Profile**

**1. Strategy**

The post holder will support the delivery of the teams Service Action Plan and will plan for future requirements of legislation, regulations, codes etc. relevant to the service area, supporting the development of relevant strategies to ensure compliance and that the Council's best interests are met.

They will recognise, communicate and help to mitigate any risks to the delivery of high performance standards.

**2. Performance**

The post holder will support Building –Control Technical Manager in ensuring that set standards are achieved and maintained particularly. They will be responsible for the delivery of their own objectives, priorities and targets including those associated with maintaining their appropriate Validation Registration with the Building Safety Regulator.

They will recognise, communicate and mitigate any risks to the delivery of high performance standards.

They will at times be expected to deputise for the Building Control Technical Manager on request.

They will ensure the role and responsibilities of the service are conducted and developed satisfactorily. This includes ensuring that the Council policies and decisions are implemented correctly, having due regard to the financial regulations, procurement procedures and standing orders of the Council, and ensuring that statutory requirements are met.

They will ensure the most efficient methods of design are employed, including the use of IT to support the effectiveness of building control service.

They will monitor vehicles, material, products, techniques and equipment in the post holder's services.

They will regularly monitor the relevant services' work programmes, performance indicators and take necessary action to ensure the Service meets agreed outcomes. They will ensure the effective development and use of service business plans, performance appraisal and team briefings.

## 3. Service Quality

The post holder will have a support role in ensuring that the Council's image and reputation for excellent service and value is both maintained and improved, through the delivery of a focused Building Control function that upholds rigorous standards and adds value, making recommendations for policy and procedural changes where appropriate, and ensure that decisions are implemented correctly.

They will comply with the operating procedural requirements of the Services ISO 9001:2015 registration, maintaining, reviewing, developing and improving the service procedures, and monitoring performance output against indicators.

They will promote and maintain professional standard in the work of staff within the Service.

They will be aware of and keep up to date with all relevant developments in relation to the work of the Service.

They will contribute to the development and monitoring of appropriate service performance indicators.

They will develop and support the implementation of excellent standards in terms of service delivery performance and professionalism in accordance with the (BICoF) and the Building Safety Regulators Operational Standard Rules,

## 4. Resource Management

The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to the individuals within their remit and in order to undertake their own role.

## 5. Supervision and Management

The post holder does not have direct line management responsibility however there will be an expectation that the post holder assists in supervising and mentoring colleagues and others as appropriate.

## 6. Culture

The post holder will support the development of a positive organisational culture in line with the Council competency framework, which is outward looking, performance and customer focused, effectively applying leadership skills to individual situations and colleagues.

## 7. Communications

The post holder will closely liaise with other services and partners as appropriate, to ensure that the Council is able to respond effectively and efficiently to customers.

They will promote the service through demonstrable commitment to a high quality, excellent standards.

They will provide progress reports at agreed intervals, to the Head of Service, and Corporate Director as appropriate, detailing progress, risks to success and next steps.

## 8. Main Contacts Associated with Principal Duties

The post holder will be in regular contact with local businesses, members of the public, Heads of Service, Service Managers and members of their team in order to develop, agree improvements and discharge the function of the building control service.

Less regularly, they will be in contact with partner agencies, Corporate Directors, the Chief Operating Officer, Elected Members and Human Resources.

## 9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

The post holder may attend meetings internal and external to the Council with key stakeholders, which may involve working outside of normal working hours.

They will undertake any other duties consistent with the basic objectives of the post and of the Service.

## 10. Risk Management

The post holder will be responsible for clearly identifying risks relating to standards within Building Control Service and where possible or reasonable, to provide recommendations for mitigating action. They may be asked to lead on implementing the actions required to manage the risk effectively.

## 11. Working conditions

The post holder may be in contact with members of the public or cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of performing their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

## 12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

## 13. Customer Focus

To meet the Council's Standards of Customer Care at all times.

## 14. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

## 15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

## 16. Legislation

The post holder will be registered with the Building Safety Regulator as a Registered Building Inspector to a minimum of a 'Building Inspector Class 2 D and working towards Building Inspector Class 2 F'. The post holder will be required to maintain this registration as required by the Building Safety Regulator.

The post holder will be as a minimum an Associate member of a professional institute such as RICS or CABE (Building Control).

The post holder will abide by the standards of professional conduct and practice expected of registered building inspectors in accordance with the (BICoF) and the Building Safety Regulators Operational Standard Rules.

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

## 17. Training & Development:

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

## 18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

## 19. Creativity

To draft and design services and delivery plans that bring innovation to the management of building control services and improves the customer experience. Be solutions-focused and able to work with services, constructively challenging historic practices whilst keeping them engaged.

## 20. Decisions and Consequences

The post holder will generate ideas and suggestions for consideration by the Building Control Technical Manager.

To discharge any delegation made by the council to the post holder effectively and efficiently, ensuring that outcomes and benefits are achieved and captured.

They will support organisational change in relation to building control and will need to exercise diplomacy, sensitivity and discretion to avoid reputational damage to the Council, or breaches of confidential data.

## 21. Work Context

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

## 22. Physical Demands

It is not anticipated that there would be any physical demands of the job over and above those expected for off site visits and office-based work.

**PERSON SPECIFICATION**
**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified**

| PERSON SPECIFICATION | Examples specific to role | Required | | Method of Assessment<br><br>Application (A) Interview (I), Testing (T), Reference (R) |
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| | | Essential | Desirable | |
| **SKILLS AND KNOWLEDGE** | Be as a minimum an Associate member of a professional institute such as RICS or CABE (Building Control) | **X** | | **A** |
| | Working towards corporate membership of RICS or CABE (Building Control) | | **X** | **A** |
| | Be registered with the Building Safety Regulator as a Registered Building Inspector to a minimum of a 'Building Inspector Class 2 D | **X** | | **A** |
| | Working towards becoming a registered Building Inspector Class 2 F'. | | **X** | **A** |
| **Technical knowledge and qualifications** | Experience of the application of the requirements of the Building Regulations, the Building Act and other legislation relevant to the administration of Local Authority Building Control processes. | **X** | | **A, I** |
| | Good working knowledge of Building Regulations and associated building control legislation. | **X** | | **A, I** |
| | Knowledge of the information and data systems and applications. | **X** | | **A, I** |

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| | used in a building control environment, including AutoCAD and Drainage design software | | | |
| **Planning and organising work** | Ability to work to tight deadlines on a wide variety of tasks | **X** | | **A, I** |
| | Methodical and well organised, with a commitment to providing a quality service and diligence | **X** | | **A, I** |
| | Highly developed ability to identify, prioritise and manage tasks | **X** | | **A, I** |
| **Planning capacity and resources** | Delivery of results under pressure | **X** | | **A, I** |
| | Planning for long-term projects & deliverables | **X** | | **A, I** |
| **Influencing and interpersonal skills** | Able to successfully demonstrate strong interpersonal and supervisory skills | **X** | | **A, I** |
| | Able to engage with colleagues and elected members effectively to ensure that issues are prioritised and resolved and queries answered with high customer satisfaction rates | **X** | | **A, I** |
| | Able to engage with a range of internal and external stakeholders in the production of reports, information and communications. | **X** | | **A, I** |
| | Capable of dealing with the public, building contractors and representatives of private sector organisations with tact, and with firmness when required | **X** | | **A, I** |

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| **PROBLEM-SOLVING**<br><br>**Using initiative to overcome problems** | Ability to work across the service's operations, to identify a range of appropriate solutions to issues and problems.<br><br>Ability identify and implement solutions to issues and be a champion of change. | **X**<br><br>**X** | | **A, I**<br><br>**A, I** |
| **Managing risk** | Ability to consider and assess risks associated with improving services and raising customer standards.<br><br>Ability to identify mitigating measures that may be implemented to minimise risk | **X**<br><br>**X** | | **A, I**<br><br>**A, I** |
| **Managing change** | Ability and willingness to continuously improve through implementation of changes on a regular basis. | **X** | | **A, I** |
| **ACCOUNTABILITY and RESPONSIBILITY**<br><br>**Undertakes tasks without supervision** | Ability to work independently and take ownership of key responsibilities of the post | **X** | | **A, I** |
| **Other** | Commitment to Equality<br><br>Commitment to Health & Safety<br><br>Satisfactory Baseline Personnel Security Standard Check<br><br>The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues | **X**<br><br>**X**<br><br>**X**<br><br>**X** | | **I**<br><br>**I**<br><br>**Document Checks (includes Basic DBS)**<br><br>**A, I** |

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| | and provide advice in accurate spoken English<br><br>Access to own transport (i.e. car/motorcycle) and relevant current full driving licence, or equivalent mobility | **X** | | **A, I** |

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's Expected Behavioural Standards which include:**

- **Putting customers first;**
- **Being positive and adaptable;**
- **Taking responsibility and achieving results;**
- **Working together;**
- **We do what we say we will do when we say we will do it**

**In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:**

- **Service delivery and change management;**
- **Financial and resource management;**
- **Leading, motivating and developing.**

**Other information**

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

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| Signed Line Manager | Signed Head of Service | |
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| Print Line Manager | Print Head of Service | Date |
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