

# JOB PROFILE

## REGISTERED BUILDING INSPECTOR

Overview	
<b>Post No.</b>	TBC
<b>Grade</b>	MP02 (established grade MP01)
<b>Directorate</b>	Commercial Services & Contracts
<b>Service Area</b>	Estates Services & Building Control
<b>Team</b>	Building Control
<b>Reporting to</b>	Building Control Manager

The Job
<p>Ensure all building works in the District meet the requirements of the Building Regulations and other relevant legislation and standards.</p>

Generic Accountabilities of the Role
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- MAIN DUTIES/RESPONSIBILITIES:**
1. To discharge the duties of the post in accordance with the Corporate Plan with a view to continuous improvement of council services.
  2. To work with the other staff and the management of the Building Control Team, to help ensure that the Team delivers highest quality services possible.
  3. To help to promote an enthusiastic, positive, and professional atmosphere within the Building Control Team and to help to provide a customer and stakeholder focussed approach.
  4. To contribute positively to a "team working ethos", both within the Building Control Team and the Council as a whole.
  5. Provide guidance and supervision of staff at the request of your Building Control Manager or the Head of Service (Estates Services & Building Control)
  6. To ensure all Building Control applications are complete, appropriate fees are correct and information is in compliance with Building Regulations and allied legislation to ensure appropriate decisions are issued on applications.
  7. To act as lead officer on major / complex developments and be responsible for allocating tasks to other officers as appropriate.
  8. To undertake risk assessments on structural calculations to determine acceptability and request enhanced checks by specialist when required.
  9. To undertake site inspections and apply judgement and knowledge to assess compliance of works, negotiate solutions and influence outcomes or instigate enforcement actions as appropriate.
  10. To respond to and deal with dangerous structures and liaise with emergency services and other external bodies to apply appropriate solutions.
  11. To act as a professional witness for the Council in legal proceedings.

12. Participate in consultations with statutory bodies and other local authorities to negotiate solutions in applying technical standards. Represent the department on internal and / or external technical groups as appropriate.
13. To provide advice and assistance to members of the public, elected members, and other in-house Council departments on professional Building Control matters. Participate in customer-based initiatives such as promotional activities and seminars and look for opportunities to enhance the service's reputation.
14. To actively promote and support the modernisation and digitisation of the service.
15. To maintain your own professional development and promote actively the professional development of surveyors within the Building Control Team.
16. Minimum hold of registration with the Building Safety Regulator for Class 2. Working towards or willing to work towards registration with the Building Safety Regulator for Class 3 with a time scale set through the performance management process. Continue this form of validation and registration throughout your employment at MSDC.
17. To participate in the team's development and implementation of our Quality Control Management System (QMS) to ensure quality controlled activities are consistently carried out in accordance with adopted procedures.
18. Take a proactive approach to self-development and keep an up to date working knowledge of best practice associated with area of work.
19. Play an active role in the development of the Trainee/Registered Building Inspectors, providing support, advice, guidance, and supervision.
20. Other duties that the Building Control Manager, Head of Service or Assistant Director may from time to time reasonably require.

### Special Conditions

It is a requirement of the post that you hold a current driving licence enabling you to drive a car, and in this connection, you must ensure that your insurance cover includes use on your employer's business. Reimbursement of business mileage will be at the local rate set.

You must immediately notify the Council if you are convicted of a driving offence or are disqualified from driving as this may affect your ability to undertake the duties of your role and could lead to your employment being terminated. You are responsible for payment of all fines incurred for traffic offences and parking fines in connection with the use of your car on the Council's business. You are also responsible for the taxation, MOT, and cost of any additional insurance cover for business use, and at the time of renewal, a copy of your new insurance certificate should be handed to HR.

## Professional and Personal Attributes

<b>Qualifications Educational and Professional</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Full member of the Royal Institution of Chartered Surveyors or Chartered Association of Building Engineers.</li> <li>• Continual professional development to maintain skills.</li> <li>• Minimum hold of registration with the Building Safety Regulator for Class 2. Working towards or willing to work towards registration with the Building Safety Regulator for Class 3 with a time scale set through the performance management process. Continue this form of validation and registration throughout your employment at MSDC.</li> <li>• High level of literacy and numeracy.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Qualified to undertake energy calculations, fire risk assessments, sound testing or other similar qualifications.</li> </ul>
<b>Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• In-depth knowledge of construction, the Building Act and Building Regulations and their application.</li> </ul>
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience in Building Control work at a senior level.</li> <li>• Experience of identifying practical solutions to plan vetting and site inspection issues.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of vetting and determining the suitability of structural calculations for compliance with Building Regulations.</li> <li>• Worked with Local Authority Partnership schemes.</li> <li>• Project managed a complex scheme.</li> </ul>
<b>Political Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proven inter-personal skills.</li> <li>• Able to solve problems creatively.</li> <li>• Good organisational skills and able to manage workload in an efficient, effective manner.</li> <li>• Excellent negotiation skills.</li> <li>• Able to communicate effectively in writing and orally to members, officers, and the public.</li> <li>• Able to contribute positively as a team member.</li> <li>• Excellent IT Skills.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Developed or assisted in the redesign of a building control service.</li> </ul>

<b>Personal Behaviors</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Self-motivated, flexible &amp; enthusiastic.</li> <li>• Able to work on own initiative as well as part of a cross-cutting team.</li> <li>• Good customer focused skills.</li> <li>• Able to plan and co-ordinate a wide range of tasks.</li> </ul>
<b>Other</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Full driving licence and use of own vehicle.</li> <li>• Able and willing to undertake work outside normal office hours.</li> </ul>

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.