Role Profile and Specification - Registered Building Inspector (General)

Service Area	
Role Title	Registered Building Inspector (General) From Class 2A through to 2A-F
Location	Oxted/Agile across SBCP areas
Reports to	Registered Building Inspector (Specialist)
Salary/Grade	Grade 4
Duration/Hours	Full Time or Part Time considered
Mobility	Full driving licence and use of own vehicle

Service Area Purpose

To provide the Building Control service for all member authorities of the Southern Building Control Partnership.

Job Purpose

To be part of a team responsible for undertaking technical assessment and activities on building types within your competency. Using the skills, knowledge, experience and behaviour gained through qualifications and practical experience to effectively deliver the Building Control function throughout the partnership's area.

Key Objectives

To contribute to the partnership's objectives as set out in its Business Plan.
To achieve personal objectives as set as part of the Council's Appraisal Process.

Specific Responsibilities

The specific responsibilities of the role are listed overleaf; they are neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by the Head of Building Control or another senior member of SBCP.

Limits of Competence

The post holder must only carry out unsupervised functions and/or activities that are within the limits of their competence.

Undertaking functions/activities on buildings etc that are beyond the limits of competence must be under the supervision of a suitably competent officer, unless the nature of the work being assessed/inspected is the same as the type of work they would usually carry out within the limits of validated competence.

- To discharge the council's delegated powers and duties as required by the relevant legislation to ensure compliance with the Building Regulations etc in relation to projects within scope of a Class 2 General Registered Building Inspector.

- Based on validated competence, without direct supervision, manage a portfolio of projects including domestic development sites and non-domestic low risk schemes (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 domestic projects to ensure compliance with current Building Regulations, Building Act 1984, allied legislation and technical standards.

- Under supervision (based on validated competency), manage a caseload of non-domestic buildings projects (including new applications, regularisation and reversion applications) and maintain proper records, for plan appraisals and site inspection. Carry out remedial/enforcement action as required under the direction / supervision of a more competent / validated Building Control Surveyor.

- Within the limits of competence and in line with legislation provide accurate information 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 from senior colleagues.

- Either inside the band of competence, or outside of it but under supervision, investigate matters, including complaints from elected members and the public, the control of demolition, dangerous structures, contraventions and unauthorised works and initiate and assist with enforcement action, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council's obligations under the Building Act 1984 and other relevant legislation. The post holder will assist with arranging for files of evidence to be deposited with the council's solicitors and where necessary attend magistrates court as the council's expert witness in associated enforcement cases. All actions, taken whilst compiling reports on continuing work and decisions taken for the health, safety and welfare of the wider community will be supervised.

- Within the limits of competence support and supervise, in accordance with the management framework, other members of the team including, where agreed, the delegation of plan checking, site inspections and other duties.

- Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach to service delivery.

- Establish and maintain appropriate links with building professionals, providing an excellent customer-focussed service and assist with the development of the building control service.

- Respond to changes 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.

- Understand the vision, values and strategic priorities of the partnership and member authorities so that Officers are engaged and motivated to deliver their strategic and service priorities and objectives.

- Actively pursue personal development of skills, knowledge and competency necessary for effective performance in the role, for the team, service and authority.

- Maintain and advance professional development to meet requirements of Building Safety Regulator and contribute to the service's achievement of operational standards requirements and the continued registration to ISO 9001.

- To positively contribute to a strong, efficient and effective performance culture with a focus on service excellence and customer satisfaction.

- To meet Health and Safety responsibilities by ensuring compliance with relevant policies and risk assessments and by promoting correct working practices on site and reporting non-compliance to the relevant bodies.

Person specification

Qualifications / Education

Essential	Desirable
• Member of relevant professional body such as RICS, CABE, CIOB. • General competency assessment such as BSCF, CABE or BCCA. • Class 2 Registration with Building Safety Regulator.	• CSCS Card. • Educated to Degree Level.

Experience

Essential
• Experience in Building Control, working on Domestic Class 2 buildings. • Demonstration of increasing levels of competence as measured in the BICoF. • Experience of providing high standards of customer service.

Key Skills and Knowledge

Essential	Desirable
• Understanding of the construction industry, methods & techniques. • Understanding of the relevant legislation including the Building Act 1984, The Building Regulations 2010 as amended. The Health & Safety Act 1974. • Highly effective written, oral, communication and presentation skills with the ability to maintain accurate records.	• Able to influence in a positive manner and support others with new ways of working.

• Ability to thoroughly understand architects' plans, undertake site inspections; compile reports and keep written records to justify decisions • Well organised with excellent time management skills & ability to meet deadlines. • Good IT skills including email management, data input, document management, mobile device management. • Able to work flexibly and adapt to changing priorities. • Ability to work on your own initiative with minimal supervision within limits of competence. • Able to set challenging goals for self, including working towards next level of competence. • Understanding of local government services and procedures. • Awareness of financial restraints and how they impact on service delivery. • Ability to maintain good working relationships with stakeholders, representing the partnership in an effective and professional manner. • Confidence to challenge how things are done and offer alternatives in a constructive way. • Understanding of the broad. requirements of the data protection principles. • A commitment to equality and diversity.	