

Role Description and Employee Specification

Job Title:	Senior Building Control Inspector	Location:	Colefold
Department:	Planning & Sustainability	Service:	Building Control
Reports to:	Principal/Service Lead	Working Hours:	37 hours per week
Salary:	£40,140-£46,290 per annum	Peer Group:	PGI-3A
Business World Post Number:		Job Group:	Specialist - Level 2
Contract Type:	Permanent	Direct Reports:	N/A

Overall purpose of the Post:	To provide technical advice and direction, applying knowledge within the technical area of expertise and manage all aspects of domestic and commercial construction to internal and external customers, when solving problems or managing risks to implement and enforce Building Regulations, Associated Legislation, delegated path Committee Building Act and any other legislation managed by Building Control Services, within the General Surveyor Level Class 2b qualified registration.
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • Be responsible for carrying out site inspections on complex domestic and commercial works • Plan appraisal of all elements of domestic and commercial construction (non HRB) with no supervision • Be responsible for analysis of information, decision making, ensuring all record keeping and report writing is up to date for caseload • To be accountable for identifying, determining and taking action to secure compliance, providing competent advice to building control bodies and duty holders • Accountable for identifying and reporting conflicts of interest ensuring appropriate action is being taken • Undertake all work in compliance with the Code of Conduct • Act within and maintain own competence whilst supporting others to do same • To assist in the supervision and mentoring of team members

<p>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</p>	<ul style="list-style-type: none"> • Be a Registered Building Control Inspector 2b • A qualification in your area of expertise, equivalent to a degree • Five years' experience preferable • GCSE Maths and English or equivalent to grade C/4 or higher • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services and developing products to meet customer need • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google 		
<p>Desirable Requirements Qualifications, Skills and Abilities:</p>	<ul style="list-style-type: none"> • Knowledge, understanding or experience of project management • Membership of a relevant professional body 		
<p>General Accountabilities:</p>	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p> <p>To support the Chief Executive/Returning Officer in administering election responsibilities</p>		
<p>Special Conditions:</p>	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p>		
<p>Date Reviewed:</p>	<p>November 2024</p>	<p>Reviewed By:</p>	
<p>Checked by HRBP</p>		<p>Date of Issue:</p>	<p>November 2024</p>

