

# Job Description and Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

## SECTION A: Role Profile

|                           |   |                |                   |
|---------------------------|---|----------------|-------------------|
| <b>Post Title</b>         | Assistant Building Control Inspector  | <b>Post No</b> | CS826a and CS826b |
| <b>Directorate</b>        | Economy and Infrastructure  |                |                   |
| <b>Division</b>           | Planning Design and Engagement  |                |                   |
| <b>Band and Salary</b>    | Band D<br>£32,597 to £37,280 per annum. Incremental progression is subject to performance.  |                |                   |
| <b>Responsible to</b>     | Team Leader – Building Control  |                |                   |
| <b>Location</b>           | Council House, Solihull   |                |                   |
| <b>DBS Check</b>          | Not Applicable  |                |                   |
| <b>Fluency Duty</b>       | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers.   |                |                   |
| <b>Car User Status</b>    | This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively.<br><br>Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required. |                |                   |
| <b>Special Conditions</b> | The postholder will be required to travel across the Borough to attend sites of development.  |                |                   |

### Role Purpose

The post holder will be responsible for supporting the administration and enforcement of the building regulations and allied legislation.

| Role Responsibilities |   |
|-----------------------|---|
|                       | <ul style="list-style-type: none"> <li>Assist Officers with and progress to undertake independently, proactive inspections, compliance visits, investigations, surveys, and interventions in all types of building control settings and the wider environment, as directed by other Officers.</li> <li>Assist and support other members of the Building Control Team as directed to deliver services including building control enforcement related activities, dependant on relevant stage of knowledge and experience and subject to service requirements.</li> <li>As knowledge and competence develops, maintain and manage a case load of relevant work, including responding to and supporting with investigating complaints, as well as proactive project work and educational/training activities where required. In all cases, responding within corporate timescales, keeping relevant parties informed and maintaining up to date case records.</li> <li>Analyse and interpret data and information and implement decisions on a broad range of activities across the service area, as directed by other Officers.</li> <li>As appropriate in the context of your respective registration and experience, communicate with home/building owners to advise them on the relevant legal provisions and best practice recommendations for building control issues, using a variety of methods including face-to-face, via telephone, email and in writing.</li> <li>Support Officers to carry out enforcement duties including collation and collection of evidence, preparing reports, drafting formal notices, and preparing cases for prosecution in the Magistrates' Court.</li> <li>Undertake appropriate site visits, accurately document and record information in a timely and professional manner.</li> <li>Effective use of Information Technology to ensure accurate, timely and appropriate administration of Building Regulation applications and associated matters.</li> <li>Communicating effectively with both internal and external customers on Building Regulations/related matters compliance and options as appropriate in the context of your registration and experience.</li> <li>Pro-active management of client relationships to ensure 'soft' marketing of the service at all levels.</li> <li>Support officers with initial investigative work with regard to reported dangerous structures.</li> </ul> |

## Section B: Person Specification

|                                       | Essential Criteria  | Desirable Criteria  | Measured By                 |
|---------------------------------------|---|---|-----------------------------|
| <b>Education &amp; Qualifications</b> | Construction based degree<br>or<br>the ability to demonstrate through extended experience and training, the necessary knowledge to carry out the full range of duties |   | Application<br>Certificates |
|                                       | Registered as a Class 1 Building Inspector with the BSR.  | Working towards or already achieved higher classes of registration with the BSR | Application<br>Certificates |

|                                   |   |   |                                  |
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| <b>Experience &amp; Knowledge</b> | Experience of working within the construction industry and familiarity with building techniques, plans and processes. | Experience of working in a Building Regulation environment. Including plan assessment and site inspections under structured supervision | Application Interview Assessment |
|                                   | Knowledge and experience of working within a multi-disciplinary team.   |   | Application Interview            |

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| <b>Skills &amp; Abilities</b> | ICT skills with particular focus on MS Office suites and be-spoke systems.   | An understanding of GIS and database systems. | Application Interview            |
|                               | Ability to communicate effectively with technical support staff and customers, both internal and externally, orally and in written form. |   | Application Interview Assessment |
|                               | Interpersonal skills including tact and diplomacy in challenging situations.   |   | Interview                        |
|                               | Ability to analyse and interpret data and information  |   | Application interview            |
|                               | Ability to manage responses to enquiries, complaints and investigations  |   | Application Interview Assessment |
|                               | Effective organisational skills, for managing a caseload, deadlines, and conflicting demands   |   | Application Interview            |

|                        |   |           |
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| <b>Core Behaviours</b> | <b>Excellence</b> - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
|                        | <b>Simplicity</b> - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.   | Interview |

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|  | <b>Trust and Respect</b> - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect | Interview |
|  | <b>Working Together</b> - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.  | Interview |
|  | <b>Responsibility</b> - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.   | Interview |

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| <b>Other Requirements</b> |  |  |  |
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| <b>Compiled/Reviewed by</b> | Mark Andrews – Head of Planning Design and Engagement |
| <b>Date</b>                 | May 2025  |

## **Section C: Additional Information**

### **Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

### **Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

### **Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

### **Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

## **Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

## **Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.