

PRINCIPAL REGISTERED BUILDING INSPECTOR

Role Profile



Title	Principal Registered Building Inspector
Grade	GRADE I / GRADE J
Reference:	NI742a
Reports to:	Building Control Manager
Work Type:	Office based
Job Type:	Flexible Worker
Job Family:	Operational Leader
Primary purpose of role	<p>Grade I</p> <p>To carry out the activities of a Registered Building Inspector (RBI), as prescribed by the Building Safety Regulator, and in accordance with the relevant classification (Class 2-3) as set down by Building Inspector Competence Framework (BICoF) and Code of Professional conduct.</p> <p>Assessing the most complex and ‘high risk’ Building Regulation applications, monitoring all aspects of building work on-site during construction and attending pre-application meetings where directed. Includes working under the direction of the Building Safety Regulator for in-scope buildings.</p> <p>Working independently and as part of multi-discipline and multi-agency teams to inspect unauthorised works to ensure compliance with building regulations and take out enforcement/court action where necessary</p> <p>Required to control “dangerous structures” to ensure the safety of the public and public amenity oversee statutory demolition works and acting as an expert witness in Court when directed for case work or prosecution</p> <p>Responsible for the full supervision of Registered Building Inspectors (Class 1-2) and Technical Support staff and work allocation and monitoring as delegated.</p> <p>Responsible for the managing of other primarily non fee earning activities as directed by the Building Control Team Manager (e.g. Safety at Sports Grounds).</p> <p>Responsible for meeting key cost recovery and commercialisation objectives as directed by the Building Control Manager.</p> <p>Grade J</p> <p>In addition:</p> <p>Deputise for the Building Control Manager either when the Manager is absent or for key functions of the team as directed by the Building Control Manager</p> <p>Taking a lead on ensuring Building Regulation compliance with High Risk and high-rise Buildings in collaboration with the BSR and agency partners and other technical leadership on behalf of the team</p> <p>Ensure that mandatory competency levels for RBI’s are achieved and maintained across the team.</p>

	This is a career graded post.	
Key accountabilities and key measures	Role Outcomes	
	Grade I	Grade J
	<ul style="list-style-type: none"> ▪ Processing and assessing Building regulation applications for all building types and complexity within RBI Class 2 (A-E) as a minimum. Carrying out full plan checks and on-site inspections, providing professional advice and assessing compliance in accordance with all relevant processes, procedures and regulations. Effective fee setting and monitoring to ensure full cost recovery (40%) ▪ Control of dangerous structures in accordance with adopted procedures (10%) ▪ Supervision of RBI and technical support staff as delegated (15%) ▪ Management of non-fee earning activities (e.g. safety at Sports Grounds) (15%) ▪ Robust enforcement of Building Regulations using all powers afforded to the local authority including prosecution (10%) ▪ Customer engagement and commercialisation activities associated with cost recovery and fee income growth (10%) 	<ul style="list-style-type: none"> ▪ Processing and assessing Building regulation applications for all building types and complexity within RBI Class 2 (A-F) and Class 3 (G-H) including high risk buildings. Carrying out full plan checks and on-site inspections, providing professional advice and assessing compliance in accordance with all relevant processes, procedures and regulations. Effective fee setting and monitoring to ensure full cost recovery (40%) ▪ Control of dangerous structures in accordance with adopted procedures (10%) ▪ Supervision of RBI and technical support staff as delegated and deputisation for the Building Control Manager (15%) ▪ Management of non-fee earning activities (e.g. safety at Sports Grounds) (10%) ▪ Robust enforcement of Building Regulations permissions including leadership on complex cases (15%) ▪ Leadership on customer engagement and commercialisation in collaboration with the Building Control Manager (10%)
	Role Measures	
Grade I	Grade J	
<ul style="list-style-type: none"> ▪ Registered with the BSR at Class 2 (2A-2E) RBI as a minimum and actively maintaining competency standards. ▪ Works effectively with multidiscipline and multi-agency teams to provide expert Building 	<ul style="list-style-type: none"> ▪ Registered with the BSR at Class 2 (2A-2F) and Class 3 (G-H) RBI as a minimum and actively maintaining competency standards. ▪ Works effectively with multidiscipline and multi-agency teams to provide expert Building 	

	<p>Regulations input to complex or higher risk cases.</p> <ul style="list-style-type: none"> ▪ Contributes to full cost recovery against chargeable activities and meeting or exceeding fee income targets through excellence in service delivery. ▪ Actively meets and monitors Building Control performance for self and others in relation to key performance indicators and other performance targets. ▪ Ensuring safe working is maintained for all areas of work where Building Control is the responsible authority. ▪ Actively seeking customer feedback and responding promptly to complaints and in accordance with procedures. 	<p>Regulations input to complex or higher risk cases.</p> <ul style="list-style-type: none"> ▪ Takes a lead role in full cost recovery against chargeable activities and meeting or exceeding fee income targets through excellence in service delivery. ▪ Actively meets and monitors Building Control performance for self and others in relation to key performance indicators and other performance targets and takes a lead on annual audit procedures for ISO 14001 QA accreditation Ensuring safe working is maintained for all areas of work where Building Control is the responsible authority including review and update of safe systems of work and safe operating procedures. ▪ Actively seeking customer feedback and responding promptly to complaints and in accordance with procedures.
<p>Key activities</p>	<p>Grade I</p>	<p>Grade J</p>
	<ul style="list-style-type: none"> ▪ Ensuring that the most complex Building Regulation applications within Class 2 (A-E) are assessed at plan checking and site inspection stages and are determined in accordance with relevant legislation and technical standards. Involves access to construction sites and working at height (50%). ▪ Taking a lead role in complex compliance and enforcement cases and working with partners to take appropriate actions under Building Control legislation (10%). ▪ Taking a lead role in ensuring that public safety requirements are met with regard to dangerous structures and safety at sports grounds as delegated (10%) 	<ul style="list-style-type: none"> ▪ Ensuring that the most complex and 'high risk' Building Regulation applications within Class 2 (A-F) and Class 3 (G-H) are assessed at plan checking and site inspection stages and are determined in accordance with relevant legislation and technical standards. Involves access to construction sites and working at height (50%). ▪ Taking a lead role in complex compliance and enforcement cases and working with partners to take appropriate actions under Building Control legislation (10%). ▪ Taking a lead role in ensuring that other public safety requirements are met with regard to dangerous structures and safety at sports grounds as delegated (10%)

	<ul style="list-style-type: none"> ▪ Supporting the team manager with fee setting and customer engagement to achieve full cost-recovery and fee income targets (10%). ▪ Supervising RBI and technical support staff to allocate and monitor workloads, carry out I-Is and mentoring to help ensure the wellbeing of staff and meet expected performance standards set for the team (20%) ▪ Carry out other duties appropriate to the grade of the post. 	<ul style="list-style-type: none"> ▪ Supporting the team manager with fee setting and customer engagement to achieve full cost-recovery and fee income targets (10%). ▪ Supervising RBI and technical support staff to allocate and monitor workloads, carry out I-Is and mentoring to help ensure the wellbeing of staff and meet performance standards set for the team. This will include undertaking annual appraisals. (10%) ▪ To provide specialist technical expertise on behalf of the team in assessing Building Regulation compliance with High Risk/High rise Buildings and working directly for the BSR (10%) ▪ Carry out other duties appropriate to the grade of the post.
<p>Essential qualifications/knowledge</p>	<p>Grade I</p>	<p>Grade J</p>
	<ul style="list-style-type: none"> ▪ Valid registration with the BSR at Class 2 (2A-2E) minimum and with clear evidence of a commitment to maintenance of competency and continuous professional development. ▪ Degree or equivalent in Surveying or similar. Membership of a relevant professional institute, such as the Royal Institute of Chartered Surveyors, Chartered Association of Building Engineers, Chartered Institute of Building, or required to start the process of applying for and working towards such membership within 6 months of your start date for the post. ▪ Full driving license ▪ CSCS Card or equivalent health & safety accreditation and developed knowledge of safe working practices for construction sites and Working at Height 	<ul style="list-style-type: none"> ▪ Valid registration with the BSR at Class 2 (2A-2F) and Class 3 (G-H) minimum and with clear evidence of a commitment to maintenance of competency and continuous professional development.

Desirable qualifications/ knowledge	Grade I	Grade J
	<ul style="list-style-type: none"> ▪ A suitable management qualification 	<ul style="list-style-type: none"> ▪ Class 4 Building Inspector Technical Manager
Essential experience	Grade I	Grade J
	<ul style="list-style-type: none"> ▪ Extensive experience of managing busy caseloads of complex Building Regulations applications for a full range of building types relevant to the role. ▪ Extensive experience of working independently and as part of a team on building control compliance and enforcement cases including formal action. ▪ Proven experience of effective customer engagement and customer management in a Building Control commercial environment. ▪ Experience of working in a multi-disciplinary environment to achieve coordinated service delivery. Experience of undertaking services related to Building Control such dangerous structures and safety at sports grounds ▪ Use of specialist Building Control software to process applications and proven knowledge of data handling 	<ul style="list-style-type: none"> ▪ Extensive experience of managing busy caseloads of complex Building Regulations applications for a full range of building types relevant to the role including high risk buildings. ▪ Extensive experience of leading multi-discipline teams on complex building control compliance and enforcement cases including formal action. ▪ Proven experience of business planning, effective customer engagement and customer management in a Building Control commercial environment ▪ Experience of assessing Building Regulation applications for High Risk/ Rise Buildings ▪ Experience of supervising staff and allocation of casework to area surveyors ▪ Experience of working with the 'Green Guide', associated documents and standards for assessing safety standards for regulated sports grounds, regulated stands and to issue 'special safety certificates' for uses beyond sports stadia use (i.e. music concerts)
Desirable experience	Grade I	Grade J
	<ul style="list-style-type: none"> ▪ Experience of supervising staff 	<ul style="list-style-type: none"> ▪ Practical experience of preparing Safety Certificates for regulated sports grounds ▪ Experience of working for the BSR on high risk building applications

Essential skills	Grade I	Grade J
	<ul style="list-style-type: none"> ▪ Customer care skills to deliver an excellent service to customers. ▪ Key supervisory competencies including people management and ISO 14001 Quality Assurance performance standards ▪ Analytical and decision-making skills and an innovative and creative approach to problem-solving including the identity of alternatives to current thinking. Demonstrable skills in learning the implications of a continually changing legislative and national policy framework and from national best practice. Proficiency in the use of office based and mobile ICT systems to perform Building Control tasks efficiently. 	<ul style="list-style-type: none"> ▪ Customer management skills to oversee delivery of excellent service to customers. ▪ Effective personnel management competencies ▪ Business planning and financial management ▪ Political sensitivity and awareness
Corporate standards		
<ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 		