

JOB SUMMARY

Post Title	Principal Registered Building Inspector						
Job Family	<i>Service Delivery</i>	Pay Range	13	Line Manager to others?	Yes	Role profile ref	SD13
Service Area	Building Control, Planning Services						
Line Manager	Building Control Manager						
Location	Seaclose Offices, Newport, and flexible working where agreed.						

Job Purpose

To inspect new building works for the purpose of ensuring the health, safety, welfare and convenience of people in and about buildings and to assist in ensuring the delivery of an efficient and effective building control service that is valued by all stakeholders. To be a leading professional in a team that delivers a high-quality Building Control Service, including fee-earning and non fee-earning activities that meets service user expectations within a competitive market, whilst ensuring service delivery is in line with expectations of the Regulator.

Job Context

- Examination of full plans applications to ascertain compliance with Building Regulations and associated legislation and passing and rejection of plans. Inspection of building works in progress and keeping adequate records of these works. Required to take a lead role in major projects. All within the scope of a Registered Building Inspector (RBI), with personal accountability, in accordance with the requirements of the Building Safety Regulator (BSR).
- Take appropriate action in respect of enforcement of building control legislation, including preparing and presenting legal evidence, negotiating and problem solving, issuing Notices and attending court as necessary.
- Inspect dangerous structures on 24-hour basis and take appropriate action as necessary, including instructing contractors to carry out emergency works to remove the danger, issuing notices and attending court.
- Give technical advice within scope of a RBI's Code of Conduct and deal with relevant enquiries from building professionals, agents, other Council departments, Councillors and the general public.
- Lead a team, with direct management responsibility for a team of RBIs, including regular appraisal, oversight and work allocation.
- Assist in developing, implementing and monitoring the aims, objectives and strategies for the service.
- Highly customer focused with a good understanding of commercial pressures, act as an ambassador for the service and assist in marketing the building control service in order to maintain a substantial market share of building control work.
- Deputise for the Building Control Manager as required.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	• Confident and self-motivated with demonstrable ability to communicate effectively with colleagues, architects, engineers, builders and the general public in order to ensure that audiences understand clearly what is required and why and so achieve successful outcomes.	E	

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	• Extensive experience in Building Control Surveying and able to demonstrate authoritative knowledge and understanding of relevant legislation and all forms of building construction. • Experience of working in accordance with quality management systems • Able to identify contraventions and have in-depth knowledge to advise if proposed remedies are acceptable. • Professional and informed interpretation of legislative requirements to be exercised, to escalate or de-escalate as appropriate.	E E E E	
Significant relevant experience managing service delivery in a similar environment, with expert knowledge of the service area, the authority and wider sector / external influences.	• Ability to demonstrate competence and Registration as a Registered Building Inspector. • Evidence of working strictly within the RBIs Code of Conduct. • Demonstrable experience of ensuring the personal and team compliance with Operational Standard Rules (OSRs) as required by the Building Safety Act 2022. • Experience of advising service users and wider colleagues of procedural guidance and legislation. • Proven high level understanding of technical and legislative requirements, in respect of complex and high risk buildings. • Demonstrably good judgement of appropriate enforcement measures, and instinct for when these should be escalated.	E E E E E E	
Strong and demonstrably effective communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others in complex or politically sensitive situations.	• Approachable and calm under pressure with excellent skills in conflict resolution, together with a good understanding of the commercial environment in which building control operates. • Ability to develop and maintain mutually respected relationships with all stakeholders. • Use initiative to find the correct balance as a regulator, whilst	E E E	

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	Experience of processing complaints and provide effective intervention where disputes may arise in respect of application of legislative requirements.	E	
Strategic planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	Experience of delivering a workforce strategy within a team, supporting the recruitment, development, training and progression of staff within the team.	E	
Experience of multi-disciplinary and partnership working and awareness of the issues involved. Experience of chairing meetings and leading working groups.	Demonstrable skills to deal simultaneously on numerous projects and to work independently on own initiative to manage a daily area workload and to meet all deadlines.	E	
Excellent planning and organisational skills to manage a complex multiple workload, prioritise and set deadlines and cope with conflicting and changing demands.	- Ensuring a team of RBIs are also meeting their statutory obligations by managing monitoring processes and improving performance where required. - Clear experience of developing and implementing bespoke policies, such as an enforcement policy.	E	D

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
Educated to degree standard or equivalent.	<i>A degree in construction or a related discipline.</i> <i>Or have equivalent qualification / experience</i>	E E	
Relevant professional / vocational qualification.	<i>Maintaining registration with the Building Safety Regulator at a minimum of Class 2F and ideally working towards Class 3.</i> <i>Corporate member of professional body such as MRICS or CABE</i>	E	D

Other Requirements

Physically able to carry out site inspections, including in adverse weather conditions.

Valid full, clean driving licence and car.

Willing and able to be on-call to respond to reports of dangerous structures.

Positive professional attitude and self-motivated.

Organisation structure (optional)