

Working at Broadland District Council and South Norfolk Council

Job Role: Registered Building Inspector (Domestic) – Class 2A

Department: CNC Building Control

Directorate: Place

Purpose:

To provide effective building control services for domestic projects within Class 2A across CNC's partner authorities, ensuring compliance with all relevant legislation and standards. The postholder independently manages and assesses domestic projects, conducts plan reviews, site inspections, and enforcement actions, and responds to dangerous structures with urgent remedial measures. The RBI Class 2A supports the supervision and development of trainee inspectors, upholds the Registered Building Inspector Code of Conduct and South Norfolk Council's employment rules, collaborates with stakeholders, maintains up-to-date knowledge of building control regulations, and contributes to continuous improvement and service excellence within the team.

Main duties and responsibilities:

- Discharge delegated powers under the Building Act 1984, Building Safety Act 2022, and other related legislation for Class 2A Buildings.
- Provide construction safety and regulatory guidance for domestic projects.
- Independently manage a portfolio of partner companies and Class 2A applications, including plan checks and site inspections.
- Under supervision, support plan checking and inspections for Class 2A-2F projects.
- Undertake remedial and enforcement action on appropriate Class 2A projects.
- Offer guidance and support to clients within your competency and Code of Conduct.
- Investigate complaints, demolitions, contraventions, and unauthorised works, supporting enforcement action.
- Support the LABC Partner Authority Scheme (PAS) vehicle.
- Supervise and mentor Class 1 RBIs (trainees), delegating appropriate tasks.
- Contribute to ICT and remote working improvements.
- Support the Quality Management. (QMS) process and ISO/OSR compliance.
- Liaise with stakeholders, agencies, and internal teams to ensure coordinated services.
- Build and maintain strong relationships with other professionals and partner organisations.
- Maintain an up-to-date knowledge of building control legislation and regulations, and construction techniques relevant to building control.
- Attend and respond to dangerous structures and take appropriate action in accordance with the Building Act including participating in the out-of-hours rota once competent.
- Communicate clearly and professionally, maintaining accurate records and case notes.
- Contribute to CNC's strategic goals and pursue ongoing personal development.
- Promote service excellence and uphold the Registered Building Inspector Code of Conduct.
- 71%-85% of this role's time will be spent on external communication.

Working at Broadland District Council and South Norfolk Council

Role specific qualifications, experience, skills and abilities

Criteria	Essential or Desirable	
Education and Qualifications		
Registered with the RBI as Class 2A RBI and must undergo/pass regular competence validation assessment aligned with the Building Safety Regulator (BSR) and the relevant Class.	E	
Associate Membership of the Royal Institute of Chartered Surveyors (RICS), the Association of Building Engineers (CABE), or the Chartered Institute of Building (CIOB).		D
Level 4 Diploma provided by the LABC or equivalent construction-related discipline.		D
Experience and Knowledge		
Demonstrable experience in a building control surveying role within a Local Authority Building Control or Approved Inspector environment.	E	
Demonstrate good knowledge of the construction industry, methods, techniques and materials.	E	
Working knowledge of legislation, regulations and professional codes of practice for Building Control, including the OSR set by the BSR.	E	
Skills, Abilities and Competencies		
Ability to travel between different locations during the course of undertaking your duties.	E	
Ability to safely move around the site, working on different levels.	E	
Use Microsoft Office and building control software confidently.	E	
Communicate effectively with colleagues, stakeholders, and the public across all levels.	E	
Organise workload efficiently, managing time and deadlines with accuracy and diligence.	E	
Interpret Building Regulations and associated legislation in a practical focused approach.	E	
Engage in lifelong learning to stay current with building regulations and safety standards.	E	
Demonstrable ability to negotiate and influence others to achieve desired outcomes.		D
Prepare and present technical information clearly, handling enquiries with professionalism.	E	
Awareness of Health and Safety legislation in the context of conducting site inspections and dealing with dangerous structures.	E	
Demonstrable evidence of excellent customer care with professionalism and empathy.	E	
Maintain accurate written records, audits, and decision-making.	E	

Working at Broadland District Council and South Norfolk Council

Work independently within your competency and take initiative with minimal supervision.		D
Report confidentiality and provide formal evidence when required.	E	
Understand the role and legal boundaries of building control, particularly for Class 2A.	E	
Apply knowledge of PACE and Health & Safety Legislation in site inspections and enforcement.		D
Respond effectively to dangerous structure and similar high-risk situations.		D
Collaborate well in teams while maintaining autonomy when needed.		D
Build and maintain professional relationships representing CNC positively.	E	
One Team Values and Behaviours		
Passionate and flexible	E	
Trustworthy and respectful	E	
Customer focused	E	
Collaborative	E	
Big and bold thinker	E	
Entrepreneurial and commercial	E	

DATE: January 2026