Docusign Envelope ID: 82DF3C34-F1E5-8821-8150-7095226EF59B

JOB DESCRIPTION

POST: Assistant Registered Building Inspector

DEPARTMENT: Building Control

REPORTING TO: Head of Building Control

RESPONSIBLE FOR: N/A

GRADE: 5

This is a career grade post. Appointment at the different entry levels will be dependent upon the knowledge, skills, competency and business need at the time.

MAIN JOB PURPOSE:

At a level appropriate to the grade and stage of development of the jobholder:

1. To work as part of the single Building Control team to ensure the health and safety of persons in and around buildings by the implementation of the Building Regulations and associated legislation within statutory time limits and to ensure that standards of service delivery are met.
2. To hold a relevant competency validation certificate and to be registered with the Building Safety Regulator as a Class 2A Registered Building Inspector Use professional judgement to interpret regulations and situations in the office and on site and give specialist advice and support to external and internal customers on all types of construction etc.
3. To seek opportunities to support the economy of Babergh and Mid Suffolk through the education of businesses as to their responsibilities and through signposting all available support.
4. To support the Business Engagement and Marketing Officer to develop relationships with clients and provide a tailored service to clients as directed / required by the Head of Service.
5. To undertake surveys of council housing stock to produce Energy Performance Certificates.

DUTIES AND RESPONSIBILITIES:

At a level appropriate to the grade and stage of development of the jobholder:

a) To be the inspector responsible for advising on plan checking and inspections for domestic low-rise developments.

b) To hold a relevant competency validation certificate

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c) Registered with the Building Safety Regulator as a Class 2A Registered Building Inspector Provide advice to the Building Safety Regulator as so directed.

d) Provide advice to the Building Safety Regulator as so directed.

e) To examine deposited plans for compliance with the Building Regulations within their competency / registration level. Undertake all necessary negotiations with applicants/agents, other operational delivery teams and statutory bodies, and secure compliance and process to Decision Notice.

f) To inspect work within their competency / registration level in progress at various statutory stages and carry out other checks as necessary to ensure compliance with the Building Regulations.

g) To receive Building Notices, inspect and check work on site without the benefit of plans or information within their competency / registration level. Negotiate with and advise the "builder" as to construction, safe practices and compliance with the Building Regulations.

h) To only work on developments which require a higher level of registration under the supervision of an appropriately experienced and registered Inspector.

i) To provide training and advice to assist and supervise Registered Building Inspectors with a lower level of registration as necessary.

j) To assess the value of proposed building works as shown on submitted plans and to calculate and negotiate fees in accordance with the Building (Local Authority Charges) Regulations 2010.

k) To advise and assist the public, architects, builders, other professionals, other Council departments/directorates and consult with other statutory authorities on all matters of construction and the Building Regulations. To assist the business community, homeowners and other stakeholders on energy performance of buildings and to respond to other climate change issues.

l) Investigate complaints and unauthorised works, negotiate with parties involved, prepare formal notices and reports.

m) To provide Energy Performance Certificates for the existing Council housing stock.

n) To provide support for and assist in implementation of new and existing I.T. systems.

o) Maintain all records of activities on a daily basis.

p) To assist in project work within the Council's and provide specialist resource where and when required.

q) This post will be required to work corporately and collaboratively within its own service and across all other service areas in order to achieve the specific deliverables but will have particular key relationships with staff within Development Management, Planning Enforcement, Heritage and Strategic Housing.

r) The post holder will need to work closely with a variety of external contacts and organisations, in particular Suffolk County Council, the Environment Agency, Anglian Water and the businesses community.

Additional information

a) Does this job require a DBS check? Yes

b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil

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Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. Yes

c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. No

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	**MEASURED BY:** A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING *(Academic, vocational/professional and other training)*	
To have attained or be studying for an appropriate degree (or equivalent).	A
Graduate or associate membership of a professional body e.g. Chartered Association of Building Engineers (CABE) or Royal Institution of Chartered Surveyors (RICS).	A
A qualification in the production of Energy Performance Certificates (EPC's) for existing dwellings (RdSAP).	A
Has completed a relevant competency validation assessment.	A
Is registered with the Building Safety Regulator as a Class 2A Registered Building Inspector	A
KNOWLEDGE & EXPERIENCE *(e.g. report writing, office experience, Microsoft office)*	
Has a full and up to date working knowledge of the Building Regulations, building construction and materials and to assimilate new legislation and technical practices in accordance with their level of competency and registration.	A/I A/I
Must be able to interpret technical drawings, structural calculations and specifications enabling an application to be fully examined for compliance with the building regulations and associated legislation in accordance with their level of competency and registration.	A/I
Be able to carry out a full range of site inspections to check for compliance and identify potential problems at an early stage in	A/I

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accordance with their level of competency and registration.	A/I
Must be able to recognise when working outside of their assessed competency and registration and to seek appropriate advice and guidance when doing so.	A/I
The ability to understand the aim of the regulations and apply them to practical situations with minimal delay.	A/I
Must be able to enforce legislation and standards in a consistent manner while exercising flexibility where circumstances allow.	A/I
To have the appropriate I.T. skills and to use the Building Control computer system to record information and to create all types of correspondence and formal notices.	A/I
To investigate and find solutions to unauthorised work and dangerous structures.	A/I
Be able to undertake surveys of council properties to produce Energy Performance Certificates.	A/I
SKILLS/ATTRIBUTES *(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)*	
Possess sound written and oral communication skills, be tactful and a good negotiator. Must be able to cope with pressure type situations in a hostile environment and develop persuasive and negotiating skills at all levels.	A/I A/I
The ability to be a decision maker, organise, prioritise and manage their workload and meet deadlines. Assess risk and make well balanced well thought out decisions to ensure compliance and avoid unnecessary delay. To use initiative with problems and be a team player.	A/I A/I
The ability to deal with difficult customers and remain calm under pressure. To have a helpful and courteous approach to the customer.	A/I
To be firm but fair in the enforcement of the Building regulations.	A/I
The ability to work in a variety of team situations both within Building Control and across other services.	A/I
The flexibility to take on work that is outside the direct disciplines of the Building Control service area including cross service project teams and other fee generating work.	A/I
Has the attitude and approach that allows flexibility to contribute to changing corporate priorities.	A/I A/I
Can mentor, inspire and engage with junior members of staff.	A/I

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BEHAVIOURS Behaviours will be tested at interview against the Council's values (further detail below)	
Empowering, valuing and developing our people	I/TP
Valuing our customers	I/TP
Being open and honest	I/TP
Taking ownership	I/TP
Being ambitious	I/TP
EQUALITY AND DIVERSITY	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I

