Building Control Career Grade Progression Benchmarks Grades 4 to 7

This document has been produced to guide inspectors through the relevant competencies required to progress in their careers, from Trainee Inspector through to Senior. This is to support the employee, with the assistance of their mentor, in ensuring they are competent in all necessary areas. Progression to the next level will be dependent on meeting progression indicators and subject to a position being available and business need.

Job Title	Grade	Band	Person Specification	Key Competencies	Duties and Responsibilities	Specific Deliverable
Trainee Building Control Inspector	4	15-24	Adaptable. Flexible. Good communication skills. Calm and clear minded. Can work individually and as part of a team. Developing political awareness Level 4 qualification in a construction related subject or equivalent relevant experience	Developing experience in a wide range of domestic Building Control matters. Competent and developing presentational skills. Able to produce clear, factual reports. Good analytical skills. Good problem solving skills. Good negotiating skills.	Pro-actively assists the Building Control team in the enforcement of the Building Regulations. Represent the Council(s) when required to. Provide specialist and professional support, advice and information to businesses and citizens. Deliver against the visions, priorities and outcomes of the Council(s). At all times to work under appropriate supervision inline with their experience competency as is required of a Class 1 Registered Building Inspector.	Examination of deposited plans for compliance with regulations, undertake negotiations with applicants/consultees etc. and process decision notices on low-rise domestic applications. Inspect low-rise domestic works in progress at appropriate stages, carry out checks for compliance with regulations and approved plans. Inspect low-rise domestic works without benefit of plans (Building Notices) and be able to negotiate and advise applicants/builders of forms of construction required to comply with regulations. 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.

						Investigate complaints and unauthorised works, negotiate with parties involved, prepare formal notices and reports. Provides Energy Performance Certificates for the existing Council housing stock. Provides support for and assist in implementation of new and existing I.T. systems. To assist in project work within the Planning and Building Control Directorate and provide specialist resource where and when required. Consistently provides clear advice and guidance to customers on straightforward Building Control matters. Manages customer relations well face to face, on the telephone and online. Backs up communication with clear written guidance. Assists the Business Development and Marketing Officer.

Progression Indicators to grade 5 (evidence required)

- Studying for building related degree e.g., Building Surveying / Building Control.
- Membership of an appropriate professional body e.g., CABE, RICS.
- Evidence of continued professional development.
- Successfully passed a relevant competency assessment and registered with the Building Safety Regulator at Class 2a
- Consistently evidences ability to deal with increasingly complex matters over time.
- Consistently plan checks applications on all low-rise domestic work.
- Consistently undertakes inspections at all stages on all low-rise domestic work.
- Consistently undertakes energy assessment / surveys on all types of council property for voids, right to buy and mutual exchange.
- Consistently seeks appropriate mentoring in a timely way.
- Responds positively to mentoring and developmental challenge in the work environment.
- Consistently evidences ability to support and work collaboratively with colleagues the community and stakeholders at all levels in dealing with straightforward matters.
- Consistently manages complaint issues positively and constructively direct with customers prior to escalation to Official Complaint process.
- Recognises lessons learnt through complaints, appeals and other experience. Is able to reflect constructively with colleagues upon learnt experience and develop appropriate resolutions / alternatives that deliver good customer service
- Consistently seeks to deliver good customer service and is supportive of, and promotes that objective, with colleagues.
- Demonstrates continuing development and refinement of communication skills. Can engage constructively with customers at formal and informal meetings in a positive and “plain English” manner.
- Demonstrates a good understanding of corporate project team approaches to case work and is able to identify when they may be appropriate. Is able to describe and express successful ways in which to bring forward corporate projects in a timely manner.
- Demonstrates an ability to promote team commitment and consensus building to achieve a desirable corporate outcome having regard to appropriately balancing different professional / corporate objectives.

Job Title	Grade	Band	Person Specification	Key Competencies	Duties and Responsibilities	Specific Deliverable
Assistant Building Control Inspector	5	25-31	Adaptable. Flexible. Proven communication skills e.g. dealing with customers in contentious scenarios Calm and clear minded. Can work individually and as part of a team. Good political awareness. Developing commercial awareness. Membership of appropriate professional body. Studying for an appropriate degree level qualification.	Sound experience in a wide range of Building Control matters. Developing experience in a wide range of complex Building Control matters Competent and developing presentational skills. Able to produce clear, factual reports. Excellent analytical skills. Excellent problem-solving skills. Excellent negotiating skills.	Pro-actively assists the Building Control team in the enforcement of the Building Regulations. Represent the Council(s) when required to. Provide specialist and professional support, advice and information to businesses and citizens. Deliver against the visions, priorities and outcomes of the Council(s). Assessed competency at domestic inspector level. At all times to work under appropriate supervision inline with their experience competency as is required of a Class 2a Registered Building Inspector.	Examination of deposited plans for domestic level work for compliance with regulations, undertake negotiations with applicants/consultees etc. and process decision notices on all applications. Inspect all works in progress for domestic level work at appropriate stages, carry out checks for compliance with regulations and approved plans. Inspect all works for domestic level work without benefit of plans and be able to negotiate and advise applicants/builders of forms of construction required to comply with regulations. Consistently delivers clear and timely advice, recommendations, and decisions on complex Building Control matters. Manages customer relations well face to face and on the telephone. Backs up communication with clear written guidance. Consistently shows a customer orientated approach. Actively engages in the Partner Authority scheme.

Progression Indicators to grade 6 (evidence required)

- Full Chartered Membership of appropriate professional body
- Completion of degree level qualification
- Evidence of continuing professional development
- Successfully passed a relevant competency assessment and registered with the Building Safety Regulator at Class 2a to 2f
- Consistently deals with general level applications in a timely manner whilst safeguarding good customer service.
- Consistently plan checks applications on all general level work.
- Consistently undertakes inspections at all stages on all general level work.
- Consistently evidences ability to deal with complex matters.
- Consistently evidences ability to support and as appropriate to experience mentor colleagues in dealing with straightforward and more complex matters.
- Consistently manages more complex complaint issues directly with customers prior to escalation to Official Complaint process.
- Demonstrates an appetite to handle more complex applications over time.
- Seeks appropriate mentoring in a timely way.
- Responds positively to mentoring and developmental challenge in the work environment.
- Recognises lessons learnt and can reflect constructively with colleagues upon learnt experience and develop appropriate resolutions / alternatives of increasing sophistication that deliver good customer service and safeguard timely decision making
- Consistently seeks to deliver good customer service and can appropriately mentor colleagues in the practical promotion and provision of good customer service.
- Demonstrates continuing development and refinement of communication skills. To consistently engage constructively at formal and informal meetings in a positive and “plain English” manner to demonstrate fair consideration of issues and the achievement of common ground.
- Demonstrates a consistent ability to promote team commitment and consensus building to achieve a desirable corporate outcome. In doing so is able to consistently show regard to appropriate balancing of different professional / corporate objectives where sophisticated nuances need to be explored.

Job Title	Grade	Band	Person Specification	Key Competencies	Duties and Responsibilities	Specific Deliverable
Area Building Control Inspector	6	34-40	Adaptable. Flexible. Proven communication skills e.g. dealing with customers in contentious scenarios Calm and clear minded. Can work individually and as part of a team. Good political awareness. Developed commercial awareness. Chartered membership of appropriate professional body. Holds degree level qualification.	Sound experience in a wide range of Building Control matters. Experience in a wide range of complex Building Control matters Competent with presentational skills. Able to produce clear, factual reports. Excellent analytical skills. Excellent problem-solving skills. Excellent negotiating skills.	Pro-actively assists the Building Control team in the enforcement of the Building Regulations. Represent the Council(s) when required to. Provide specialist and professional support, advice and information to businesses and citizens. Deliver against the visions, priorities and outcomes of the Council(s). Assessed competency at general inspector level. At all times to work under appropriate supervision inline with their experience and competency as is required of a Class 2a to 2f Registered Building Inspector.	Examination of deposited plans for general level work for compliance with regulations, undertake negotiations with applicants/consultees etc. and process decision notices on all applications. Inspect all works in progress for general level work at appropriate stages, carry out checks for compliance with regulations and approved plans. Inspect all works for general level work without benefit of plans and be able to negotiate and advise applicants/builders of forms of construction required to comply with regulations. Consistently delivers clear and timely advice, recommendations, and decisions on complex Building Control matters. Manages customer relations well face to face and on the telephone. Backs up communication with clear written guidance. Consistently shows a customer orientated approach. Actively engages in the Partner Authority scheme.

Progression Indicators to grade 7 (evidence required)

- Evidence of continuing professional development
- Completed appropriate competency assessment and registration at specialist inspector level.
- Successfully passed a relevant competency assessment and registered with the Building Safety Regulator at Class 2a & 3h.
- Consistently plan checks applications on all specialist level work.
- Consistently undertakes inspections at all stages on all specialist level work.
- Consistently evidences ability to deal with complex matters.
- Consistently evidences ability to support and as appropriate to experience mentor colleagues in dealing with straightforward and complex matters.
- Consistently manages complex complaint issues directly with customers prior to escalation to Official Complaint process.
- Demonstrates an ability to effectively manage their own and others workloads.
- Responds positively to mentoring and developmental challenge in the work environment.
- Recognises lessons learnt and can reflect constructively with colleagues upon learnt experience and develop appropriate resolutions / alternatives of increasing sophistication that deliver good customer service and safeguard timely decision making
- Consistently seeks to deliver good customer service and can appropriately mentor colleagues in the practical promotion and provision of good customer service.
- Demonstrates continuing development and refinement of communication skills. To consistently engage constructively at formal and informal meetings in a positive and “plain English” manner to demonstrate fair consideration of issues and the achievement of common ground.
- Demonstrates a consistent ability to promote team commitment and consensus building to achieve a desirable corporate outcome. In doing so is able to consistently show regard to appropriate balancing of different professional / corporate objectives where sophisticated nuances need to be explored.