

**JOB TITLE: Building Inspector (Career grades)****Level descriptor: Levels 5 to 10**

Continuation in the post will be dependent on demonstrable competence in the duties outlined and demonstrating successful registration with the Building Safety Regulator to operate at the specified registration class.

The levels of this career grade are:

- Level 5 Building Inspector (Trainee student)
- Level 6 Building Inspector (Trainee)
- Level 8 Building Inspector (Residential)
- Level 9 Building Inspector (General)
- Level 10 Building Inspector (Specialist)

<b>Level 5 - Building Inspector (Trainee student)</b>	
<b>Role purpose</b> Whilst under supervision, undertake site inspections and technical assessments and make decisions based on those assessments within the scope of the Building Safety Regulator Class 1 registration. Roles at this level are entry level for those wishing to follow a career in Building Control. The work relates primarily to residential projects and will require the successful completion of vocational training.	
<b>Typical activities</b>	<b>Knowledge, skills &amp; experience</b>
Undertake a course of study and achieve the qualification within 12 months in order to register with Building Safety Regulator to work on residential construction projects within Class 2, category A.  Whilst under technical supervision, undertake the delivery of a range of activities within Building Control and provide information and feedback about compliance with building regulations.	NVQ level 2 in literacy and numeracy and 5 GCSEs at grade C or above in English, maths, a science and two other subjects.  Eligible for acceptance on course sanctioned by the Building Safety Regulator that is necessary to obtain a Class 2 registration. This includes but is not limited to courses provided by Local Authority Building Control (LABC).

<p>Whilst under technical supervision, undertake inspections of building works within a defined programme and within statutory frameworks and take necessary action to deal with dangerous structures to maintain public safety.</p> <p>Whilst under technical supervision, undertake site inspections in relation to dangerous structures and carry out actions and enforcement work as required.</p> <p>Whilst under technical supervision, assist in technical investigations and prepare reports, collect evidence, and prepare statements for others to take action.</p> <p>Whilst under technical supervision. advise on and correctly apply building regulations to resolve queries from architects, builders, contractors, and developers, escalating the complex queries to others.</p> <p>Whilst under technical supervision, provide information and advice to others on a range of subjects within a specific area of work to encourage compliance with and understanding of legislation and guidance on Building Control matters.</p> <p>Whilst under technical supervision, communicate with colleagues, contractors and other partner agencies through verbal reports and keeping records of site visits and technical activities completed in accordance with procedures and guidelines.</p> <p>React positively to feedback from businesses, customers, colleagues and partner agencies and the public to promote future business.</p>	<p>A good approach to learning sufficient to obtain the Building Safety Regulator Class 2 registration within the set time taken to complete any required course plus one year.</p> <p>Previous work experience in a customer service environment and within the building industry to enable working with stakeholders and engaging with the public.</p> <p>Ability to manage confrontational situations to prevent escalation.</p> <p>Demonstrate basic knowledge of building regulations and legislation governing building development, and the ability to read building plans.</p> <p>Ability to manage own workload to meet agreed deadlines and complete learning assignments.</p> <p>Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.</p> <p>Good IT skills in programmes such as Uniform and Idox as well as Microsoft Office programmes.</p> <p>Understanding of professional boundaries.</p>
<b>Performance measures</b>	<b>Competencies</b>

<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number/type of inspections undertaken</p> <p>Feedback from customers, colleagues, and partner agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p>Team Working ~ ability to work as part of team and coordinate work activities to maximises service delivery.</p> <p>Service user/outcome focused ~ sets challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery.</p> <p>Problem solving &amp; judgment ~ breaks down complex issues into manageable parts and thinks through the implications of decisions.</p> <p>Planning &amp; organising ~ prioritises and organising work, makes personal work plans to meet the longer-term requirements of the service.</p> <p>Business awareness ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p> <p>Professional standards – adherence to professional standards and codes of conduct set by the Building Safety Regulator.</p>
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## Level 6 - Building Inspector (Trainee)

### Role purpose

In addition to the responsibilities of the previous level of this career grade, to undertake site inspections and technical assessments whilst under technical supervision and make decisions based on those assessments within the scope of the Building Safety Regulator Class 1 registration. Roles at this level are entry level for those wishing to follow a career in Building Control. The work relates primarily to residential projects.

Progression from Level 5 to Level 6 will be dependent on:

- Demonstrable competency in the duties outlined.
- Demonstrating the values and behaviours set out in the council's Values and Behaviours Framework
- Completion of a qualification sanctioned by the Building Safety Regulator that is required to obtain Class 2 registration.
- Working towards achieving registration with Building Safety Regulator to work on Class 2, category A

Progression to the grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and one to one meetings.

### Typical activities

Whilst under technical supervision, undertake the delivery of a range of activities within Building Control and provide information and feedback about compliance with building regulations.

Whilst under technical supervision, undertake inspections of building works within a defined programme and within statutory frameworks and take necessary action to deal with dangerous structures to maintain public safety.

Whilst under technical supervision, undertake site inspections in relation to dangerous structures and carry out actions and enforcement work as required.

### Knowledge, skills & experience

Qualification sanctioned by the Building Safety Regulator that is required to obtain Class 2 registration. This includes but is not limited to courses provided by Local Authority Building Control (LABC).

A good approach to learning sufficient to obtain a Building Safety Regulator Class 2 registration within one year of obtaining a qualification required to obtain a Class 2 registration.

<p>Whilst under technical supervision, assist in technical investigations and prepare reports, collect evidence and prepare statements for others to take action.</p> <p>Whilst under technical supervision. advise on and correctly apply building regulations to resolve queries from architects, builders, contractors and developers, escalating the complex queries to others.</p> <p>Whilst under technical supervision, provide information and advice to others on a range of subjects within a specific area of work to encourage compliance with and understanding of legislation and guidance on Building Control matters.</p> <p>Whilst under technical supervision, communicate with colleagues, contractors and other partner agencies through verbal reports and keeping records of site visits and technical activities completed in accordance with procedures and guidelines.</p> <p>React positively to feedback from businesses, customers, colleagues and partner agencies and the general public to promote future business.</p>	<p>Previous work experience of dealing Building Control applications for residential schemes whilst under technical supervision.</p> <p>Ability to manage confrontational situations to prevent escalation.</p> <p>Demonstrate good knowledge of building regulations and legislation governing building development, and the ability to read building plans.</p> <p>Ability to manage own workload to meet agreed deadlines and complete learning assignments.</p> <p>Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.</p> <p>Good IT skills in programmes such as Uniform and Idox as well as Microsoft Office programmes.</p> <p>Understanding of professional boundaries.</p>
<b>Performance measures</b>	<b>Competencies</b>
<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number/type of inspections undertaken</p> <p>Feedback from customers, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p>	<p>Team Working ~ ability to work as part of team and coordinate work activities to maximises service delivery.</p> <p>Service user/outcome focused ~ sets challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery</p>

Line manager assessment	<p>Problem solving &amp; judgment ~ breaks down complex issues into manageable parts and thinks through the implications of decisions.</p> <p>Planning &amp; organising ~ prioritises and organising work, makes personal work plans to meet the longer-term requirements of the service.</p> <p>Business awareness ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p> <p>Professional standards – adherence to professional standards and codes of conduct set by the Building Safety Regulator.</p>
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## Level 8 - Building Inspector (Residential)

### Role Purpose:

In addition to the responsibilities of the previous level of this career grade, to undertake building regulations plan assessment and inspection work without supervision on residential projects included within the Building Safety Regulators registration Class 2, category A.

Progression from Level 6 to Level 8 will be dependent on:

- Demonstrable competency in the duties outlined.
- Demonstrating the values and behaviours set out in the council's Values and Behaviours Framework
- Registered with the Building Safety Regulator to work on Class 2, category A construction projects.
- Working towards achieving registration with Building Safety Regulator to work on Class 2, category B or C

Progression to the grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and one to one meetings.

Typical activities	Skills, Knowledge & Experience
<p>Manage a case load of residential projects to ensure compliance with Building Regulations for all stages of the development and take enforcement action as necessary.</p> <p>Undertake site inspections in relation to dangerous structures and carry out actions and enforcement work as required.</p> <p>Undertake out of hours work in accordance with a team rota, as required by the needs of the business and under the direction of a senior inspector or the manager.</p> <p>Provide ongoing technical supervision and support to other inspectors in relation to construction projects for which they are not registered as</p>	<p>Registered with the Building Safety Regulator to work on residential construction projects within Class 2, category A.</p> <p>Ability to work towards obtaining registration with the Building Safety Regulator to inspect residential construction projects within Class 2, categories B and C.</p> <p>Have the relevant skills, knowledge, experience and behaviours, and organisational capability to carry out work on residential construction projects, in the way that ensures compliance with Building Regulations.</p>

<p>competent to practise with the Building Safety Regulator, but for which this post holder is.</p> <p>Provide information and advice to businesses and to ensure the appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.</p> <p>Undertake a professional course of study to obtain the Building Safety Regulator General license for general projects.</p> <p>Establish and maintain appropriate links with building professionals, businesses and homeowners to encourage repeat business in building control through the provision of good customer service and solution focused advice.</p> <p>Communicate effectively with contractors, colleagues and businesses and the general public, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p>	<p>A working knowledge of legislation, regulations and professional codes of practice for Building Control including operational standards set by the Building Safety Regulator and legislation under the Health &amp; Safety at Work Act 1974.</p> <p>Understanding of professional responsibilities and liabilities under the Building Safety Act and resulting secondary legislation.</p> <p>Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.</p> <p>Ability to maintain Continuing Professional Development (CPD) for Building Safety Regulator license compliance.</p> <p>Professional standards – adherence to professional standards and codes of conduct set by the Building Safety Regulator.</p>
Performance measures	Competencies
<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number/type of inspections undertaken</p> <p>Feedback from customers, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p>Team Working ~ ability to work as part of team and coordinate work activities to maximises service delivery</p> <p>Service user/ outcome focused ~ sets challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery</p>



	<p>Problem solving &amp; judgment ~ breaks down complex issues into manageable parts and thinks through the implications of decisions</p> <p>Planning &amp; Organising ~ prioritises and organising work, makes personal work plans to meet the longer-term requirements of the service</p> <p>Business Awareness ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p> <p>Professional standards – adherence to professional standards and codes of conduct set by the Building Safety Regulator.</p>
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## Level 9 - Building Inspector (General)

### Role purpose

In addition to the responsibilities of the previous grades within this career grade, to undertake building regulation plan assessment and inspection work without supervision on residential and non-residential projects within the Building Safety Regulators registration Class 2, including categories A, B, C and D.

Progression from level 8 to level 9 will be dependent on:

- Demonstrable competency in the duties outlined.
- Demonstrating the values and behaviours set out in the council's Values and Behaviours Framework
- Registered with the Building Safety Regulator to work on Class 2, categories A, B, C and D construction projects.
- Working towards achieving registration with Building Safety Regulator to work on Class 2, category E or F

Progression to the grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and one to one meetings.

### Typical activities

Manage a caseload of residential and non-residential projects or inspections and take enforcement action as necessary.

Undertake site inspections in relation to dangerous structures and carry out actions and enforcement work as required.

Undertake out of hours work in accordance with a team rota, as required by the needs of the business and under the direction of a manager.

### Knowledge, skills & experience

Registered with the Building Safety Regulator to work on residential, and non-residential construction projects within Class 2, categories A, B, C and D.

Ability to work towards obtaining registration with the Building Safety Regulator to inspect construction projects within Class 2, categories E and F.

<p>Support preparing cases for enforcement or other legal action and undertake the role of expert witness to ensure compliance with regulations and technical standards.</p> <p>Provide ongoing technical supervision and support to other inspectors in relation to construction projects for which they are not registered as competent to practise with the Building Safety Regulator, but for which this post holder is.</p> <p>Under the direction of a manager undertake the allocation of building regulation applications and dangerous structures to colleagues who are registered with the Building Safety Regulator as competent.</p> <p>Under the direction of a manager, undertake the day-to-day supervision of staff at lower registration level and support their professional development including the mentoring and support of colleagues, enhancing and developing competencies, disseminating best practice findings to improve performance.</p> <p>Provide information and advice to businesses and residents to ensure the appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.</p> <p>Establish &amp; maintain appropriate links with building professionals, businesses and homeowners to encourage repeat business in building control through the provision of good customer service and solution focused advice.</p> <p>Communicate effectively with contractors, colleagues and businesses and the general public, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p>	<p>Have the relevant skills, knowledge, experience and behaviours, and organisational capability to carry out work on residential and non-residential construction projects construction projects, in the way that ensures compliance with Building Regulations.</p> <p>A comprehensive knowledge of legislation, regulations and professional codes of practice for Building Control including operational standards set by the Building Safety Regulator and legislation under the Health &amp; Safety At Work Act 1974.</p> <p>Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.</p> <p>Understanding of professional responsibilities and liabilities under the Building Safety Act and resulting secondary legislation.</p> <p>Ability to manage/organise own work to meet agreed deadlines.</p> <p>Have an understanding of professional boundaries and how they impact on service delivery within the setting of local government.</p> <p>Ability to maintain Continuing Professional Development (CPD) for Building Safety Regulator registration compliance.</p>
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React positively to feedback from businesses, customers, colleagues and partner agencies and the general public to promote future business.	
Performance measures	Competencies
<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number/type of inspections undertaken</p> <p>Feedback from customers, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p>Team Working ~ ability to work as part of team and coordinate work activities to maximises service delivery</p> <p>Service user/ outcome focused ~ sets challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery</p> <p>Problem solving &amp; judgment ~ breaks down complex issues into manageable parts and thinks through the implications of decisions</p> <p>Planning &amp; Organising ~ prioritises and organising work, makes personal work plans to meet the longer-term requirements of the service</p> <p>Business Awareness ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p> <p>Professional standards – adherence to professional standards and codes of conduct set by the Building Safety Regulator.</p>

## Level 10 - Building Inspector (Specialist)

### Role purpose:

In addition to the responsibilities of the previous grades within this career grade, undertake building regulation plan assessment and inspection work without supervision on residential and non-residential projects within the Building Safety Regulators registration Class 2 and Class 3, including categories A, B, C, D, E, F and G.

Progression from level 9 to level 10 will be dependent on:

- Demonstrable competency in the duties outlined.
- Demonstrating the values and behaviors set out in the council's Values and Behaviours Framework
- Registered with the Building Safety Regulator to work on Class 2, categories A, B, C, D, E and F and Class 3 category G construction projects.

Progression to the grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and one to one meetings.

The post holder is required to have significant post qualification experience to deliver specific work streams, provide technical advice and guidance to others (including other professionals) and can have responsibility for managing people within the team and complex projects.

The post is a professional expert in the Building Control discipline, providing a professional building surveying service to ensure compliance with regulatory standards both for the council's estate and for the private building sector.

Typical activities	Knowledge, skills & experience
<p>Manage a range of high-profile development sites, including complex structures, and evaluate work/remedial action and develop a framework for inspections of work to meet legislative requirements.</p> <p>Manage a caseload of domestic to specialist projects, including high rise and complex fire safety projects and take enforcement action as necessary. Undertake site inspections in relation to dangerous structures and carry out actions and enforcement work as required. Undertake out of</p>	<p>Registered with the Building Safety Regulator to work on residential, and non-residential construction projects within Class 2, categories A, B, C, D, E and F and Class 3 category G construction projects.</p> <p>Ability to work towards obtaining registration with the Building Safety Regulator to inspect construction projects within Class 3, category H (Higher Risk Buildings).</p>

<p>hours work in accordance with a team rota, as required by the needs of the business and under the direction of a manager.</p> <p>Develop commercial opportunities and maintain a sustainable client base within the private building development sector for both commercial and domestic clients to meet income targets and maintain and increase market share.</p> <p>Provide information and advice to businesses and residents to ensure the appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.</p> <p>Take a lead role in preparing cases for enforcement or other legal action within the appropriate timescales.</p> <p>Attend annual fire safety review meetings required by the Building Safety Regulator, with residents and other professionals in relation to the Higher Risk Buildings.</p> <p>Attend and provide assistance to a multi-disciplinary team set up by the Building Safety Regulator in relation to Higher Risk Buildings (HRBs).</p> <p>Provide ongoing technical supervision and support to other inspectors in relation to construction projects for which they are not registered as competent to practise with the Building Safety Regulator, but for which this post holder is.</p> <p>Under the direction of a manager, undertake and oversee the management and development of the team.</p>	<p>Have the relevant skills, knowledge, experience and behaviours, and organisational capability to carry out work on construction projects, in the way that ensures compliance with Building Regulations.</p> <p>An approved professional qualification relevant to the construction industry and significant post qualification practical experience in building control surveying role within professional practice, private sector building control body or Local Government.</p> <p>A comprehensive and expert knowledge of legislation, regulations and professional codes of practice for Building Control including operational standards set by the Building Safety Regulator and legislation under the Health &amp; Safety at Work Act 1974.</p> <p>Understanding of professional responsibilities and liabilities under the Building Safety Act and resulting secondary legislation.</p> <p>Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.</p> <p>Ability to manage/organise own work and that of colleagues to meet agreed deadlines.</p> <p>Ability to provide technical advice and guidance to others (including other professionals) and be a role model for professional development.</p>
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<p>Under the direction of a manager undertake the allocation of building regulation applications and dangerous structures to colleagues who are registered with the Building Safety Regulator as competent.</p> <p>Under the direction of a manager, undertake the day-to-day supervision of staff at lower registration level and support their professional development including the mentoring and support of colleagues, enhancing and developing competencies, disseminating best practice findings to improve performance.</p> <p>Develop the technical aspects of the team plan for Building Control.</p> <p>Brief key stakeholders (including elected members) on future developments, issues and proposed resolutions.</p> <p>Give information and advice to businesses and the public about legislative requirements and standards for the protection of people in and around buildings.</p> <p>Establish and maintain appropriate links with building professionals, businesses and homeowners to encourage repeat business in building control through the provision of good customer service and solution focused advice.</p> <p>Communicate effectively with contractors, colleagues and businesses, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p> <p>Under the direction of the manager, undertake day to day supervision of others and support their professional development including mentoring and support of colleagues, enhancing and developing competencies,</p>	<p>Have experience and sound knowledge of professional boundaries and how they impact on service delivery within the setting of local government.</p> <p>Have experience and sound knowledge of financial constraints and how they impact on service delivery.</p> <p>Ability to maintain Continuing Professional Development (CPD) for Building Safety Regulator registration compliance.</p>
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disseminating best practice findings to improve the performance of the team.	
Performance measures	Competencies
<p>Quantifiable objectives ~ e.g. number of cases held at any one time, impact evaluation of service delivery, quality of records or cases, etc</p> <p>Feedback from businesses, colleagues and regional agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p> <p>360 feedback from staff and colleagues</p> <p>Performance of the team</p>	<p>Team Working ~ assists other team members through mentoring and longer-term assistance, encourages and empowers others, role model for others.</p> <p>Service user/ outcome focused ~ sets challenging goals for self and others and identifies opportunities and barriers and deals with them to achieve service delivery.</p> <p>Problem solving &amp; judgment ~ facilitates others to solve problems, breaks down complex issues into manageable parts and thinks through the implications of decisions.</p> <p>Planning &amp; Organising ~ prioritises and organising work for self and others, makes plans to meet the longer term requirements of the service.</p> <p>Business Awareness ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p> <p>Leadership Standards ~ demonstrates the behaviours set out in the council's leadership standards.</p> <p>Professional standards – adherence to professional standards and codes of conduct set by the Building Safety Regulator.</p>



### **Equality and Diversity**

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

### **Health and Safety**

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

### **Continuous Development**

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

**The entering of your name and the date below will be treated as signature for declaration purposes.**

Effective Date:	Issued on:
Postholder Name:	Date: