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| **Job Profile** |

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| **Job Title** | Building Control Inspector |
| **Salary/Grade** | Grade 5 |
| **Service** | Environment |
| **Reports to** | Building Control Manager |

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| **Job Purpose** | * To provide an effective and efficient Building Control Service in accordance with the Council’s policies and priorities. * To process Building Regulation applications throughout the Braintree District and enforce Building Regulations meeting the Council’s statutory obligations. * To enforce the Building Regulations within the Braintree District, meeting the Council’s statutory obligations under Section 91 of the Building Act 1984 |

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| **Principal Accountabilities** |
| * Examine plans, drawings, specifications and other documents submitted for approval to make sure they comply with building regulations and associated legislation. * Carry out site/buildings inspections and testing of building works to ensure compliance with all aspects of the building regulations. * Liaise and communicate with applicants, members of the public, construction professionals, agents, consultants and statutory bodies, e.g. Planning, Fire Brigade, Anglian water on building control matters. * Deal with demolitions and dangerous structures including out of hours inspections. * Carry out any further action to ensure enforcement of building regulations and associated legislation. * Promote and market the Building Control Service at a local level. * Carry out agreed procedures to provide effective and efficient building control services. * Ensure that the Corporate and Departmental Safety Policies are observed by all persons working in the service. Ensuring that all Risk Assessments are followed. Support the provision of information for the collation of the Annual Department Health and Safety Report. * Represent the Council at relevant working groups and committees as required. * Ensure that all works undertaken are accurately documented and updated on the Building Control Service electronic system. |
| **Corporate Accountabilities** |
| * To take responsibility for maintaining own health and attendance. * To support, contribute and comply with quality and governance procedures as directed by management. * To apply and actively promote the principles of the Council’s Equal Opportunities Policy in all areas of employment and service delivery. * Any other associated duties detailed by Head of Service or representative. * To advise Line manager if, at any time, the above duties and responsibilities cannot be performed. * Any other duties as required to support the business, including maintaining business  continuity and during civil emergencies. * To apply and actively promote the principles of the Council’s Safeguarding Procedure in all areas of employment and service delivery. |

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| **Skills, Knowledge and Experience**  (Tested at application and interview stage) |
| **Experience and Qualifications**   * Registered with Building Safety Regulator at Level 2 or above in respect of Plans Assessment and Site Inspections. * Knowledge of building construction, building regulations and associated legislation * Membership of a professional body, RICS Building Control forum or CABE or the LABC Competency Framework. * Experience within a Building Control office working in a local authority or equivalent experience in a private sector role, carrying out plans examination and site inspections. * Experience in dealing with dangerous structures and demolitions.   **Skills and Knowledge**   * Comprehensive knowledge and application of Building Regulations and associated legislation together with practical and technical building knowledge. * Ability to undertake structural appraisals of submitted designs. * Ability to interpret scale drawings and Ordnance Survey maps. * Excellent communications skills – written & oral – with the ability to communicate effectively with members of the public, colleagues and managers, council members and external agencies. * Ability to work on own initiative, manage a caseload and achieve targets and work effectively within a team. * Ability to influence and negotiate with tact and diplomacy including giving clear, accurate advice on procedure * Ability to write and present reports and write clear and concise letters on complex issues. * Excellent IT skills including the use of word, excel and other databases. * A valid driving licence and access to a car for travel throughout the district. * Ability to work flexibly including working evenings and weekends when role requires. * A commitment to continuous improvement of the service including new technology, ideas and ways of working. * Ability to undertake service sales and marketing. |

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| **Competencies**  (Tested at interview stage) |
| **Communicating Effectively**  Demonstrate the effective use of the range of communication methods available: written, spoken, electronic, and use these methods in appropriate ways suitable to the context and situation:   * present spoken communication in a polite, friendly and respectful manner seeking to ensure mutual understanding * listen well and seek clarification and understanding, avoiding jumping to conclusions or making assumptions * present information and ideas in a clear and understandable way which avoids jargon * seek to understand the communication needs of colleagues and customers, being mindful of equality issues and the diverse needs of the range of people we work with * choose the most appropriate method of communication for the situation, seeking to avoid using one fixed style or approach |
| **Performing efficiently and effectively**  Promote good performance, developing clear, structured and efficient ways of managing workload and delivering results. Staff should challenge themselves and others to perform well, and to adhere to the Council’s performance management systems:   * ensure that all work carried out by you is in line with business and service plans and supports the overall aims and ambition of the Council * plan your workload effectively, reporting achievements and problems to appropriate managers and project leaders * see tasks and objectives through to completion * approach challenges with drive and enthusiasm * strive for continuous improvement in your work and manage your learning and development to enable you to perform to the best of your ability |
| **sing and managing resources efficiently and effectively**  Demonstrate the effective and efficient use of the full range of resources used in and by the Council including time, finances, staffing, equipment, information, materials, buildings, etc:   * take responsibility for managing your time, seeking efficient ways to carry out your work, maximising your output and minimising wastage * use and acquire materials effectively and efficiently minimising wastage, recycling where possible, and striving for cost effectiveness * seek out ways to improve the use of resources |
| **Engaging with the customer**  Understand the needs and requirements of your customers, to provide excellent customer service, and to involve customers in the improvement of services:   * provide a helpful and friendly service to customers both internally and externally * take responsibility for following up on enquiries and solving customer issues * make efforts to fully understand the customer’s needs and avoid assuming that “we know best” * ensure that you have a full understanding of the needs and requirements of the customer * seek feedback from internal and external customers on the effectiveness and efficiency of the service you provide |
| **Working well together**  Actively foster good working relationships with colleagues and customers in order to collectively achieve the Council’s direction and ambition:   * co-operate and work well with colleagues at all levels of the organisation seeking collective responsibility for the achievement of goals * demonstrate consideration, and respect for other’s feelings and opinions and avoid judging and making assumptions * maintain positive working relationships with external contacts in order to maintain the reputation of the Council * seek to actively solve problems and avoid passing the issue on to others or leaving the problem unresolved * demonstrate self-awareness of your style of working and develop flexibility and adaptability in order to work well with others |

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| **Other Conditions** | | | |
| **Does this post require a DBS check** | No | **Is this a politically restricted Post:** | No |
| **Job profile update** | 11th April 2025 | | |

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| Braintree District Council Vision & Values |
| values and behaviours |