

# Job Profile

Position Details		
Job title	Registered Building Inspector	
Directorate	Environment & Resident Experience	
Business Unit	Planning & Building Standards	
Reports to	Team Manager	
Grade	PO4	
Job Evaluation Reference (For Office use Only; <u>not to be removed</u> )		JE830
DBS Check Required (For HR use Only; <u>not to be removed</u> )		No

Role Purpose
<p>To work in a team of Building Control professionals providing a range of professional building control services for a designated area within and beyond the Borough of Haringey.</p> <p>Advise on all related services, including pre-application, validation/registration, the regulation applications, enforcement and related consultancy and major project services.</p>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Work in a team to ensure effective and efficient caseload processing and assessment of a range of building regulations and related applications (including new applications, regularisation and reversion applications, remedial action and 'spot checks') in accordance with agreed performance and outcome targets.</li> <li>2. Undertake specialist or technical assessments/activities on all building types (Class 2 in accordance with the Building Inspector Competence Framework (BICoF)) and all relevant legislation including the Building Act 1984 (as amended), the Building Safety Act 2022 etc. Make decisions on those assessments, using skills that would have been gained through qualifications and practical experience, to effectively deliver the Building Control function throughout the Council's jurisdiction. This includes as part of any partnering or Multi-Disciplinary Team, ensuring buildings comply with the relevant regulatory standards in terms of fire, health, safety, sustainability, energy conservation, accessibility, design etc.</li> <li>3. Making recommendations on a series of complex development proposals or programmes, examining plans and carrying out site inspections, initiating and dealing with enforcement action, in line with competencies and the Council Constitution.</li> <li>4. Delivering good customer service, supporting partnerships and the Team Manager in generating new income streams and business opportunities to achieve income and budget targets for the service. Supporting a sustainable long-term business to deliver the corporate plan objectives.</li> <li>5. Advising on the preparation and production of high-quality reports and briefings. Communicating and negotiating on building control matters clearly and succinctly to internal and external stakeholders.</li> <li>6. Maintain records and report upon progress in line with the agreed Performance Indicators (PIs) for Building Control and the wider department. Support the Quality Management System.</li> <li>7. Undertake effective investigations, advise on complaints and allegations of unauthorised developments, including visits to and interviews with members of the public.</li> <li>8. Support, when required by the Head of Building Control or the Team Manager, emergency and out of hours cover to make assessments and take action regarding Safety at Sports Grounds</li> </ol>

(which includes responsibility for up to 65,000 members of the public), Event Licensing, Emergency response cover and dangerous structures within and outside the Borough. To be available approximately one week per one or two months depending on staff availability to deal with dangerous structures outside of normal working hours in accordance with the service duty rota.

9. Provide advice to support Council services such as Planning, Housing, Property, Highways, Schools etc.
10. Support Council transformation programmes, alongside the corporate plan commitment to ensure efficient cost effective service delivery and continuous improvement.
11. Take responsibility for own career, personal development and competency.
12. Advise on prompt and effective responses regarding Complaints, Freedom of Information requests, Members and MPs enquiries.
13. Deal with correspondence and enquiries from customers, members of the public and other stakeholders

#### Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

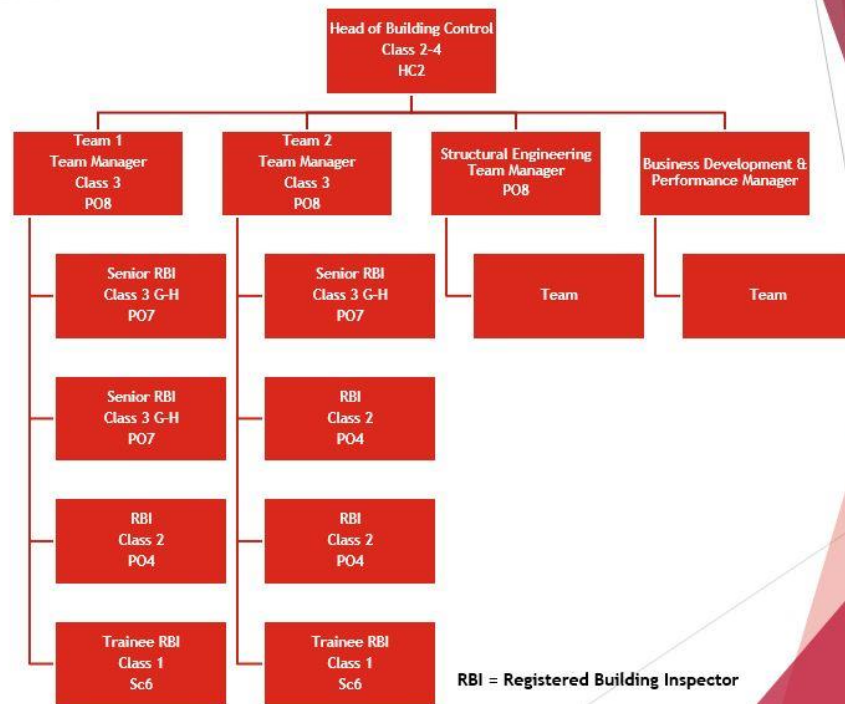
Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Relevant experience in the delivery of building control services and buildings	E
Membership of RICS, ABE, CABE, CIOB or other relevant professional body	E
Registration with the Building Safety Regulator at Class 2	E
Educated to degree level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level	E
Specialist knowledge, skills and experience in making assessments and taking action regarding Safety at Sports Grounds, Event Licensing and dangerous structures	D
Ability to read and interpret drawings, plans and technical information	E
Good understanding of the regulations and processes for the implementation of building regulations	E
Good awareness of current issues and a working knowledge of relevant legislation	E
Ability to support change and improvement processes including successfully working under pressure and meeting deadlines, performance targets and produce a regular consistent output to work	E
Good verbal, written communication and presentation skills to a range of different audiences	E
Ability to deliver high quality services that are commercial, cost effective and provide excellent customer care	E
Understanding of project delivery including experience of supporting contracts and projects to deliver effective commissioned outcomes	E
Sound numerical and IT skills, including experience in the application of planning related and Geographical Information Systems (GIS) and Microsoft packages	E

Capable in supporting confident and trusting relationships to engage local communities and other key stakeholders in all aspects of the delivery of service	E
Ability to negotiate successfully and influence outcomes acting with tact and diplomacy in all aspects of work	E
Shows initiative and developed analytical and problem-solving skills	E
Ability to manage conflict	E
Supports new ideas and seeks to understand how they can be applied to improving customer outcomes	E
Experience of effective teamwork, as well as organising own work to maximise efficiency and productivity. Committed to continuously developing and updating professional expertise and for personal development in line with the workforce strategy	E

Main Contacts & Other Information
<p><b><u>Main Contacts:</u></b> Head of Building Control, Team Managers, Senior Building Control Surveyors, Planning Service.</p> <p><b><u>Other Information:</u></b> When required, to undertake out of hours work to include Dangerous Structures callout, Safety at Sports Grounds and Licensing during performance inspections.</p>

## Organisational Structure

### Building Control



## ADDITIONAL INFORMATION

Supervision / Management of People				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Y	50	Use of a computer.	Y	75
Audio typing.	N		Crisis or conflict situations.	Y	5
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	Y	50	Working in confined spaces.	Y	1
Driving a car, van or minibus.	Y	50	Preparing or serving food.	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	N		Working in awkward positions, e.g. stooping, bending, reaching.	Y	10
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	Y	1	Operating heavy or hazardous machinery including forklifts, diggers or cranes.	N	
Regular and repetitive movements.	Y	50	Standing or sitting for prolonged periods.	Y	50
Outdoor work involving uneven surfaces.	Y	50	Working at heights / on ladders, roof work.	Y	5
Working shifts / unsocial hours / nights.	Y	5	Outdoor work involving extremes of temperature.	Y	5
Teaching, or responsibility for, children.	N		Control and restraint.	N	
Electrical hazards.	N				

<b>Resources</b> – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
<b>Cash/Financial Resources</b> - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
<b>Plant/Equipment</b> - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
<b>Stocks/Materials</b> - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
<b>Data Systems</b> - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Building Control system (Arcus)
<b>Buildings</b> - Is the post personally accountable for the proper use and safekeeping of buildings. If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A

#### VERSION CONTROL

Version 1	Written by (name):  Date:	Bob McIver  20/12/2023	Evaluated by:  Date:	
Version 2	Amended by (name):  Date:	Rob Krzyszowski Assistant Director  Denis Ioannou Interim Head of Building Control  July 2024	Evaluated by:  Date:	Reward  06/08/2024
Version 3	Amended by (name):  Date:	Rob Krzyszowski Assistant Director  March 2025	Evaluated by:  Date:	Reward (reviewed)  05/03/2025

#### FOR OFFICE USE ONLY

Have the following been included: -	
Delegated Authority Form (whether fully completed or draft)	Yes
Structure Chart	Yes
What is the evaluation request for	Restructure
Evaluation Reference Number	JE830