

Job Description and Person Specification



Solihull
METROPOLITAN
BOROUGH COUNCIL

This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.

SECTION A: Role Profile

Post Title	Registered Building Inspector/Registered Senior Building Inspector	Post No	14ST39a
Directorate	Economy and Infrastructure		
Division	Planning Design and Engagement		
Band and Salary	Band E / F (+5 Market Forces Increments) £38,220 - £51,356 p.a. (£56,725 p.a.) Progression through pay structure at bands E/F is subject to professional qualifications, service requirements and performance. Band E - SP 27 – 33 (38) (Registered Building Inspector) £38,220 – £44,075 (£49,282 p.a.) Band F - SP 34 –40 (45) (Registered Senior Building Inspector) £45,091 –£51,356 (£56,725 p.a.) The application of Market Forces Increments is temporary and subject to review.		
Responsible to	Team Leader – Building Control		
Location	Church Hill House, Council House		
DBS Check	Not Applicable		
Car User Status	This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively. Applicants must be able to drive, have a driving licence and be a car owner, however for disabled applicants, reasonable adjustments will be made where required.		
Special Conditions			

Role Purpose

To be operationally responsible for the effective co-ordination and delivery of statutory Building Control functions through design appraisal and site inspection services.

Role Responsibilities

Band E level (Registered Building Inspector)

- Assessment of applications for compliance with the Building Regulations and associated legislation.
- Undertake site visits, accurately document and record information in a timely and professional manner.
- Provision of appropriate pre-application/general advice on building matters to clients.
- Carry out enforcement duties including collation and collection of evidence, preparing reports, drafting formal notices, and preparing cases for prosecution in the Magistrates' Court.
- Effective use of Information Technology to ensure accurate, timely and appropriate administration of Building Regulation applications and associated matters.
- Communicating effectively with both internal and external customers on Building Regulations/related matters compliance and options.
- Enforcement action for non-compliance with the Building Regulations, including investigation of contraventions/advising on appropriate action.
- Effective administration of dangerous or dilapidated structures including appropriate actions to remove the danger.
- Pro-active management of client relationships to ensure 'soft' marketing of the service at all levels.
- Any other appropriate duties at this level, as and when required.

At Band F level (Registered Senior Building Inspector)

In addition to the above.

- Where possible, support the Team Leader for Building Control with the co-ordination/ deployment and monitoring of available resources to ensure the effective delivery of both design appraisal and site inspection services.
- Responsibility for managing suitably complex (value, volume or technically) projects reflective of experience and qualification levels.
- Managing enforcement duties including collation and collection of evidence, preparing reports, drafting formal notices, and preparing cases for prosecution in the Magistrates' Court and attending court as a witness in line with the council's enforcement processes.
- Deputising for the Team Leader as appropriate in accordance with officer registration.
- Shared responsibility for mentoring team members to foster a supportive technical learning environment with the aim of promoting technical excellence.
- Any other appropriate duties as and when required.

Section B: Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications Band E	Chartered status of a relevant professional body / institute, gained through the experience route. AND Registered as a Class 2 Building Inspector with the Building Safety Regulator (BSR).	Evidence of relevant Continued Professional Development Working towards higher classes of registration with the BSR.	Application Certificates
Band F	Full Chartered status of a relevant professional body / institute, gained through the educational pathway (wherein Degree and Post Graduate qualifications necessary to attain Chartered status). AND Registered as a Class 2B-F Building Inspector with the BSR.	Management or Leadership qualification. Working towards higher classes of registration with the BSR. Have obtained or be eligible for Class 4 registration under the BSR	Application Certificates

Experience & Knowledge Band E	Knowledge and experience which demonstrates ability to undertake a wide range of Building Control duties, including plan checking and site inspections. Experience of working in a multi-disciplinary team. Demonstrate a robust knowledge of Building Regulations and allied legislation.		Application Interview.
At Band F	Advanced understanding of technically complex projects and corresponding compliance solutions. Experience of supervisory management, providing support and mentoring of peers and colleagues.	Sector specialism (commercial, health, high rise etc.)	Application Interview.

	Presenting complex technical information effectively verbally or in writing with clients.	Presentation of technical seminars, CPD etc.	Interview Test.
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Skills & Abilities			
Band E	Ability to communicate effectively with technical support staff and customers, both internal and externally orally and in writing.		Interview Test
	ICT skills, with particular focus on use of MS Office suites or equivalent.	Understanding of GIS and database systems.	Application
	Interpersonal skills including tact and diplomacy in challenging situations.		Interview
Band F	Ability to investigate and respond to service complaints with care, professionalism and diligence.		Interview

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working.	Interview
	Trust and Respect - You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions.	Interview
	Leadership at Band F - Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential.	Interview

Other Requirements	Current and valid driving licence		Interview Document
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Compiled/Reviewed by	Mark Andrews- Head of Planning Design and Engagement
Date	November 2025

Section C: Additional Information

Corporate Parent Responsibilities

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

Health and Safety

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.

Information Management

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Training and Development

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Solihull Behavioural Framework

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

Mobility

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.