

# CYNGOR SIR POWYS COUNTY COUNCIL

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Senior Building Inspector, with optional Class 4 Technical Manager</b>
<b>Position Number:</b>	<b>ZBN0027</b>
<b>JE Code:</b>	<b>HAYRGD134</b>
<b>Service:</b>	<b>Building Control</b>
<b>Location/Work Base:</b>	<b>County Hall, Llandrindod Wells or Ladywell House, Newtown</b>

This is an agile post (predominately homeworking and occasional attendance at area offices). The role may also be called upon to undertake work outside the normal area of operations, including working outside the geographical boundary of Powys supporting neighbouring councils

<b>Grade:</b>	<b>Grade 13</b>
	<b>Point 37 to Point 39</b>
	<b>£48,226 to £50,269 per annum</b>
	<b>£24.99 to £26.05 per hour</b>

*Due to the 4 year renewal of licensing salary grades may fluctuate (up or down) dependent upon the Class of licence obtained.*

<b>Contracted hours:</b>	<b>37 hours, Permanent</b>
<b>Reporting to:</b>	<b>Professional Lead for Building Control</b>
<b>Responsible for:</b>	<b>A team of Registered Building Inspectors operating within scope of their licence.</b>
<b>Accountable for:</b>	<b>Accountable in law for all decisions made when undertaking supervision of any assigned Class 2 Registered Building Inspectors operating outside the scope of their licence. Including any RBIs that you may be required to supervise in neighbouring local authorities.</b>
<b>Accountable to:</b>	<b>Professional Lead for Building Control, and senior managers plus building control managers in other local authorities where you have been appointed to act as a supervisor</b>

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## Summary

 **About the role:**

Building Control are looking for a registered building inspector to lead a team of registered building inspectors in delivering restricted activities and functions in mid and north of the county.

As well as line management, the role will be responsible for compliance with the Building Safety Act 2022 and the Operational Standards Rules for Wales within the team, including licenced supervision under the Act and training of staff.

You will act as a principal advisor to Powys County Council on matters relating to restricted activities that fall within the scope of your licence, including acting under delegated powers for the issuing of statutory decision notices and enforcement under the Building Act 1984 (as amended by the Building Safety Act 2022) on behalf of the Council.

As a Senior Building Inspector, you will be autonomous in your decision making, and will provide leadership, oversight and supervision to all classes of RBI's within your team, including having accountability under your licence for their activities and decisions relating to restricted activities that fall outside of the scope of their class of licence.

Support the Professional Lead in fulfilling the Council's duties by line managing the daily activities of the building control team relating to building regulations, dangerous structures and demolitions

Undertake activities associated with the delivery and measurement of performance and reporting in line with the service ISO9001 quality management system as required by the Professional Lead. All in accordance with Welsh governments operational standards for building control.

You will undertake your work strictly in accordance with your legal, regulatory and professional obligations including following your professional code of conduct as a licenced building inspector and as a chartered member of your professional body.

You may upon occasion be required to support other local authorities in Wales, in the delivery of restricted activities, that fall within scope of your licence.

Be responsible for attending and making statutory decisions relating to dangerous structures and demolitions within a designated area of the county, including elsewhere in the county when service needs dictate.

As a line manager. You will assign and monitor the training and development of Class 1 Trainees within the service and support the development of RBIs wishing to obtain higher licences.

#### **Note on licensing - Limits of Competence**

**The post holder must only carry out unsupervised functions and/or activities that are within the limits of their licence and competence. Undertaking functions/activities on buildings etc that are beyond the limits of competence must be under the supervision of a suitably competent officer, unless the nature of the work being assessed/inspected is the same as the type of work they would usually carry out within the limits of validated competence.**



#### **About you:**

The person must:

- a) hold a minimum Class 2B General registered building inspector licence.

- b) demonstrate experience of working in building control that is commensurate to the post.
- c) demonstrate experience of working in accordance with ISO 9001 quality management standards and processes relating to building control.
- d) have the desire to support the service towards achieving its aims and objectives for continuous improvement.
- e) demonstrate a natural ability to lead and mentor others to enable them to achieve their goals as a registered building inspector and together meet those of the service.
- f) through visible leadership have the ability to nurture and encourage positive attitudes within a team.



### **What you will do:**

The postholder will:

- a) line manage a team of registered building inspectors in the north of the county in the undertaking of restricted activities and functions relating to building control.
- b) be part of the ISO 9001 management review team delivering and measuring compliance with the operational standards rule for Wales and building controls ISO 9001 quality management system.
- c) undertake and be accountable for supervision of others in the team relating restricted activities and function as required under licence.
- d) assign and monitor workloads within the team
- e) undertake performance and quality reviews of the team and wider service as required.

Assist in the training and development of all RBIs and Class 1 Trainees. In doing so you will allow Class 1 Trainees to accompany you on site and facilitate the shadowing of all your restricted activities and functions, including plan checking.

If you have any questions about the role, please contact: Ian Maddox  
[Recruitment@powys.gov.uk](mailto:Recruitment@powys.gov.uk)

### **Your responsibilities will be:**

Operating within the legal framework of the building safety regime in Wales together with corporate policies established by the Council:

1. Undertake building control restricted activities and functions (on behalf of Powys CC under delegated powers) relating to full plans assessments and site inspections for compliance with building regulations. Including regulatory advice to the Council, the public and statutory agencies on building regulation matters allowable under your class of licence.

2. At the request of the building control manager operate outside of the political and geographical boundaries of Powys for the purposes of delivering restricted activities associated with your licence to other local authorities who are in need of support to meet their statutory obligations.
3. Act as a mentor and trainer to all classes of Registered Building Inspector under your line management responsibility, including class 1 trainees.
4. Undertake restricted activities within your class of licence in areas of Powys that are outside your normal geographical area of operation as required by managers.
5. Manage and provide leadership to all classes of registered building inspector within your team to support them in the undertaking of restricted activities covered by their class of licence.
6. Upon request by managers. Be fully accountable under licence for the supervision of RBIs who have been assigned to you to carry out restricted activities that fall outside the scope of their licence. Including formal sign off and certification of their work under delegated powers.
7. Support the BC manager in ensuring all restricted activities undertaken by RBIs acting outside their scope of licence are supervised by an appropriately licenced RBI.
8. As a licenced RBI/SBI, the post will be a building regulation expert at Powys County Council for all matters that fall within the scope of your licence thus enabling the Council to fulfil its restricted functions on matters of compliance, contravention and enforcement under the Building Act 1984 and operational standards rules for Wales.
9. Monitor the daily workloads of all classes of building inspector within your team, including the distribution and allocation of work amongst the team based upon competence and the scope of licences held.
10. Supporting the Professional Lead in providing building regulation fee quotations and inspection plans to Powys CC customers.
11. Supporting the Professional Lead in conjunction with the Operational Standards Officer in measuring performance of the service, set within the context of Welsh governments operational standards rules for building control in Wales and the services ISO 9001 quality management system.
12. Act as a point of contact for out of hour's dangerous structures (informal basis only).

## **DBS:**

There is no DBS Check requirement for this position.

## **Health and Safety Statement:**

To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained

**» Equalities Statement:**

To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy

**» Welsh Language Requirement:**

Welsh language skills need to be learnt when appointed to the post

**NOTE;**

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

## PERSON SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

### Experience

#### Essential

- Comprehensive experience of applying the statutory and legislative requirements of the Building Act 1984, principal building regulations and the approved inspector regulations in line with the scope and requirements of holding an RBI Class 3G licence.
- Experience of dealing with standard & non-standard forms of design and construction that fall within scope of your licence.
- Experience in undertaking enforcement action on behalf of a local authority under the Building Act 1984.
- Experience in managing professional and technical building control staff on day to day operational and technical matters.
- Mentoring and supervising people other registered building inspectors including line managers, peers and sub-ordinates as part of a person's professional development.
- Experience of dealing with difficult conversations in relation to subordinates, peers and superiors.
- Experience of corporate complaints policies including the processes of undertaking disciplinary action within a local authority.
- Experience in representing your local authority at regional and national meetings acting as decision maker on behalf of building control.
- Experience of operating without supervision including remotely using mobile technology.
- Experience of collaborating with other specialists and design professionals in arriving at compliant solutions to complex problems

#### Desirable

- Hold a Class 4 Technical Manager licence in conjunction with your RBI licence.
- Experience in chairing meetings both internally within a team and externally with customers and wider stakeholders.
- Procuring and delivering building control IT back-office systems.

### Knowledge

#### Essential

- Working knowledge of the current Building Act 1984, building regulations (for Wales and England) and associated legislation relating to standard and non-standard construction techniques on domestic and non-domestic buildings.
- Understanding of the Building Safety Act 2022, the role of Welsh government and the Building Safety Regulator in Wales.
- Working understanding of building control finances and its legislative requirements.
- Comprehensive understanding of the commercial and immediate operating environment of building control, including satisfying the requirements of the new operational standards rules in Wales.
- Management skills and practices related to leading teams of professionally qualified staff, including staff development and performance.
- Comprehensive knowledge of the codes of conduct and professional ethics associated with being a registered building inspector and chartered surveyor/building engineer. Including those relating to conflicts of interest.
- Understanding of statutory and discretionary operational processes within building control and their differences.

- Experience in delivering quality building control services within an ISO 9001 quality management system.
- Knowledge of the operational standards rules for building control in Wales
- Working knowledge of using and developing building control back-office IT systems and Microsoft applications,
- Knowledge and application of techniques and processes used to determine compliance of complex designs that fall outside the scope of normal design guides. Including the ability to understand and make decisions using the principles of qualitative and quantitative design reviews.

## **Qualifications and Training**

### **Essential**

- As a building control practitioner of several years' standing you will be able to demonstrate a proven track record of providing quality building control services across a wide range of building types and complexities including overseeing the work of others.
- Hold either a minimum General RBI licence (Class 2A plus or a Class 3G Registered Building Inspector licence.
- Chartered Member of CABE (at engineer status) or MRICS.
- Associate Member of the Institution of Fire Engineers (A I Fire E).
- Proven to have undertaken a competency validation assessment to CABE Class 3G or Building Safety Competence Foundation Bands B or C
- Hold up to date CPD records relating to Building Control (last 3 years).

### **Desirable**

- Hold Full membership of the Institution of Fire Engineers (M I Fire E) or working towards
- Hold Class 4 Technical Manager RBI licence.

## **Personal Qualities**

### **Essential**

- Demonstrate a desire to develop your knowledge and experience with the aim to obtain or extend the scope of your licence.
- Demonstrate attributes of being a good team member.
- Conscientious and hard working in a manner that demonstrates integrity and impartiality, whilst always demonstrating openness and honesty.
- Good communicator.
- Ability to deal with difficult situations and conversations in a non-inflammatory way.
- Proficient in providing persuasive reasoning to members of the public, other professionals and trades people of the importance to act in their best interests.
- Ability to advise and persuade fellow officers and senior managers when to act in the best interests of themselves, the service and wider council.
- Ability to apply analytical thinking to problem solving with a propensity to understanding the interactions and interrelationships of the constituent parts within a buildings design that make up that problem, so as to aid satisfactory resolution.
- Ability to offer different perspectives to achieving compliance through imparting knowledge and expertise to a problem.
- Set against the complexity of a building, the ability to think creatively to offer innovative counter solutions to problems presented by designers and engineers.
- Ability to be critical when evaluating information enabling you to make reasoned arguments and well-informed decision making.
- Ability to listen to others in their reasoned arguments and be adaptable and open to new ideas.

## Skills

### Essential

- Ability to gauge and apply soft managerial skills to a given context.
- IT literate, with experience in Microsoft packages and the internet.
- Valid driving licence.
- Good presentational skills.
- Ability to adapt to change in a positive manner.
- Pragmatic approach to work
- Willingness to mentor and help others achieve their professional goals

**Recruiting manager: Ian Maddox**

**Date: August 2025**



### Our values:

#### Professional

Whatever role we play in the council, we act with professionalism and integrity

#### Positive

We take a positive attitude in all we do

#### Progressive

We take a proactive and responsible approach to planning for the future

#### Open

We keep each other informed, share knowledge and act with honesty and integrity

#### Collaborative

We work constructively and willingly on joint initiatives



### How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

### Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full



### Next steps

The closing date for applications is 30/01/2026.



Once submitted we will email you to let you know we've received your application. We will be shortlisting the applications on 04/02/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 11/02/2026.

We wish you luck with your application.