

## Job Description

<b>Job Title: Registered Building Inspector</b>	<b>Job No: N0392</b>
Division: Neighbourhood & Environmental Services	Service: Regulatory Services
Team/Section: Building Control	Responsible to: Building Control Manager

<b>Overall Purpose of Role:</b>
<p>To discharge the council's delegated powers and duties as required by the Building Act 1984 and other legislation and to provide appropriate and proportionate advice to the responsible officer concerning decisions about compliance with the Building Regulations etc., within the limits of the post holder's competence.</p>
<p>To use substantial expertise to:</p> <ul style="list-style-type: none"> <li>• Hold and manage a varying caseload of specialist Building Control work, including specialist or technical assessments/activities (on Class 2A – 2F works), and associated decision making in according with legislation and technical guidance. This will also involve the provision of detailed advice and guidance to colleagues and clients.</li> <li>• Assess dangerous structures and implement immediate remedial works as appropriate.</li> <li>• Represent the Council at meetings, committees, through consultation activities, and customer/client management.</li> <li>• Lead negotiations, and steer desired outcomes via the agreement of priorities and working arrangements with partner organisations, agencies, and external bodies.</li> <li>• Support the development of local plans, strategies, and best practice standards.</li> <li>• Undertake work associated with new initiatives, changing governing requirements, and service development projects.</li> <li>• Support the technical capability growth of the Council through its people, and performance and provide supervision and management of the work undertaken by those who do not have the appropriate band of competence within the Building Control sections management framework.</li> <li>• Effectively deliver the Building Control function, ensuring buildings comply with the relevant regulatory standards in terms of health, safety, sustainability, energy conservation, accessibility and design.</li> </ul>

<b>Key Job Activities:</b>	<b>% of Role</b>
<p><b>Case Management/Specialist Technical Activity</b></p> <ul style="list-style-type: none"> <li>• Within a framework for inspections of projects ensure compliance with current Building Regulations, Building Act 1984, allied legislation and technical standards by: <ul style="list-style-type: none"> <li>○ Managing a portfolio of development sites, including new applications, regularisations and reversion applications.</li> <li>○ Maintaining proper records, for plan appraisals and site inspections, and the evaluation of work/remedial action.</li> <li>○ Fulfilling statutory requirements and obligations associated with the post.</li> </ul> </li> <li>• Investigate matters, including: <ul style="list-style-type: none"> <li>○ Complex disputes/conflicts and complaints from elected members and the public.</li> <li>○ The control of demolition.</li> <li>○ Dangerous structures, contraventions and unauthorised works.</li> </ul> </li> </ul>	40%

<ul style="list-style-type: none"> <li>• Initiate and undertake enforcement action/activity, as necessary, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council's obligations under the Building Act 1984.</li> <li>• Undertake complex assessments/investigations/evaluations/analyses and resolve associated issues/conflicts/anomalies. Monitor activity/progress and take appropriate action.</li> <li>• Carry out detailed technical research and interrogate intelligence and data sources to make informed decisions and recommendations in line with current policies/procedures/principles/standards/budgets/resources. Explore creative and innovative approaches to resolve problems across diverse issues.</li> <li>• Produce high quality reports, letters, presentations and other communications, and written documents to support proposals such as business cases, options appraisals, and technical specifications.</li> <li>• Create documents/plans/designs/systems.</li> <li>• Monitor/understand/interrogate/manipulate/analyse data.</li> <li>• Carry out checks/calculations/validations.</li> <li>• Calculate and process transactions associated with costs/fees/income/goods orders.</li> <li>• Keep up to date with emerging legislation, technologies, and best practice within the technical field.</li> <li>• Support the development of best practice.</li> </ul>	
<p><b>Technical Advice &amp; Representation</b></p> <ul style="list-style-type: none"> <li>• Provide an advanced level of technical advice to Council leaders, and politicians to inform strategies, actions, priorities, and decisions.</li> <li>• Attend and formally represent the Council/service at meetings, committees, forums, and consultation events. Create and provide engaging presentations and supporting documentation.</li> <li>• Present at appeals, inquiries, and hearings as required, and attend court as the council's expert witness in enforcement cases.</li> <li>• Build and maintain successful professional relationships with partner organisations, agencies, clients, and external bodies. Work collaboratively on shared workstreams, priorities and statutory obligations. Carry out negotiations, and steer desired outcomes.</li> <li>• Manage and lead any procurement or tender activity, select suppliers, and negotiate contracts in accordance with procurement law and Council standards and policies.</li> <li>• Provide intervention and professional guidance to staff in the resolution of complex technical matters.</li> <li>• Provide accurate information, advice and professional support to businesses and/or individuals, in accordance with the inspection framework or through 'spot checks' and ensure appropriate action is taken to comply with legislation and technical standards, seeking the advice of another Class 2A - 3H Registered Building Inspector where necessary.</li> <li>• Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach to the provision of guidance, advice and service delivery.</li> </ul>	30%
<p><b>Leading People.</b></p> <ul style="list-style-type: none"> <li>• Matrix-manage approximately 3 staff within a service to set priorities and allocate/oversee activities.</li> <li>• Provide leadership and direction to staff temporarily assigned to support projects and initiatives.</li> <li>• Support and supervise, in accordance with the management framework, other members of the team including, where agreed, the delegation of plan checking, site inspections and other duties.</li> </ul>	15%

<ul style="list-style-type: none"> <li>• Work collaboratively with the Building Control Manager to:           <ul style="list-style-type: none"> <li>○ Identify staff development needs, and plan resourcing requirements and other arrangements that support successful workforce planning, career pathways, service delivery and transformation.</li> <li>○ Facilitate the technical upskilling of people by understanding technical learning/growth requirements and building/commissioning appropriate training, tools, and resources.</li> <li>○ Address technical performance matters and provide bespoke interventions such as setting measurable targets and coordinating specific learning opportunities.</li> </ul> </li> </ul> <p><b>In the context of the above:</b></p> <ul style="list-style-type: none"> <li>• Involve team/s in creating a shared purpose to help them develop and achieve results.</li> <li>• Give clear direction and provide effective people and performance management by setting objectives, agreeing outcomes, monitoring, and measuring outputs and holding individuals and team(s) to account.</li> <li>• Explore and understand the views of the team and adapt style and behaviour as necessary to ensure positive outcomes. Show respect for the views of others by recognising their contribution and valuing diversity.</li> <li>• Help to manage performance by having regular contact, being honest and challenging constructively (this may involve contributing to the formal Quality Conversations led by the Line Manager). Enable a culture of continuous improvement by encouraging and enabling the team to reflect and act on evaluation and feedback through coaching and mentoring.</li> <li>• Develop positive trusting relationships within and outside the team, treating people with fairness and respect.</li> <li>• Inspire team/s by creating opportunities to be creative and innovative, supporting team development and encouraging autonomy to enable team(s) to do their best work.</li> </ul>	
<p><b>Supporting Change Projects &amp; Technical Performance</b></p> <ul style="list-style-type: none"> <li>• Use technical expertise to lead on areas of, and/or support service programmes/projects and improvement initiatives, from inception, scoping, planning, implementing, monitoring, evaluating, and issue resolution, to deliver the required business outcomes and benefits. Work collaboratively with Heads of Service, Service Managers, People Managers, and planning/project specialists.</li> <li>• Establish, manage, and maintain appropriate governance, stakeholder engagement and communication arrangements for designated programmes/projects and ensure there is robust management and regular reporting of progress, benefits, risks, issues, and dependencies.</li> <li>• Manage and monitor any assigned budgets.</li> <li>• Understand the vision, values and strategic priorities of the Council and contribute towards the Council's:           <ul style="list-style-type: none"> <li>○ Strategic and service priorities and objectives.</li> <li>○ Continued registration to ISO 9001.</li> </ul> </li> </ul>	10%
<p><b>Personal Development</b></p> <ul style="list-style-type: none"> <li>• Actively pursue continued personal development of skills, knowledge and competency necessary for effective performance in the role, for the team, service and authority.</li> </ul>	5%

**Key Job Outcomes:**

**Case Management/Specialist Technical Activity**

- Work is planned, organised, and completed to meet required timescales, targets and statutory frameworks, and assessments, investigations, evaluations and analyses are undertaken with competency and to required quality standards.

- All statutory requirements and obligations associated with the post are fulfilled.
- Detailed technical research, and intelligence/data source interrogation are carried out where necessary to appropriately steer actions and recommendations.
- Issues, conflicts and anomalies are proactively identified, addressed, and escalated when appropriate.
- Creative and innovative approaches are actively sought to resolve complex problems across diverse technical issues.
- Emerging legislation, technologies, and best practice within the technical field are actively researched, explored, and understood to ensure the provision of the best advice, and well-informed decisions and recommendations.
- Sound decisions, recommendations, and agreements are made using knowledge and reasoned judgement in line with current procedures, principles, standards, budgets and resources. Decisions can always be justified.
- Data is monitored, manipulated, interrogated and analysed to understand performance/trends/patterns/ issues, and steer actions.
- Clear and high-quality documents, correspondence, and communications are produced and shared in accordance with Council policy.
- High quality plans/designs/systems are created with skill and a solid understanding.
- Accurate records are maintained securely, and robust audit trails are created and accessible.
- Fees/costs/sources of income are calculated and processed correctly.
- Services are delivered within allocated budgets. Forecasting reports are reviewed throughout the year to ensure spending is within means.
- Financial administration is always up to date. Purchase orders are always used to order goods, and goods received notes are entered as soon as goods or services have been received.
- Procurement law and Council standards and policies are observed.
- Best practice development is supported.
- Procedures and risk-management protocols are always followed.
- There is compliance and full cooperation with all corporate environmental commitments and health, safety and welfare policies, procedures, training, and legislation associated with the role and wider work area. Plans, procedures, and local operations are compliant with legislation, regulations, and local policy.

### **Technical Advice & Representation**

- High standards of technical advice are consistently provided to Council leaders, and politicians to inform strategies, actions, priorities, and decisions. Risks are comprehensively understood and clearly communicated. Accurate, timely and relevant advice is given to the City Mayor, Mayoral Team, Chief Operating Officer, Senior Management Team, and service leaders as appropriate on any aspects of the agenda for which the post holder has some responsibility, including legislative changes and best practice/innovative approaches to improved service delivery.
- Intervention, ownership, and professional guidance are provided in the resolution of complex technical matters.
- The Council is formally represented with a high level of professionalism at meetings, committees, forums, consultation events, appeals and inquiries.
- Successful professional relationships are built and maintained with partner organisations, agencies, clients, and external bodies. There is effective collaborative working on shared workstreams, priorities and statutory obligations, and desired outcomes are steered skilfully.
- The best interests of the Council are always considered.
- Negotiations are carried out with skill and confidence.

### **Leading People**

- Individuals and team(s) have strong direction and are confident and clear about the results they are required to deliver.
- Team and individual delivery plans are developed, measured, and monitored to track progress of and achievement of objectives.
- Individuals and team(s) have the knowledge and skills, and demonstrate the behaviours required to fulfil their roles and take ownership for achieving outcomes.
- Effective leadership is provided to:
  - ✓ Matrix-managed staff to set priorities and allocate/oversee activities.
  - ✓ Staff temporarily assigned to support projects and initiatives.
  - ✓ Staff engaged on a commissioned/contracted/voluntary basis.
- There is collaborative working with the service’s People Managers to:
  - ✓ Identify staff development needs, and plan resourcing requirements and other arrangements that support successful workforce planning, career pathways, service delivery and transformation.
  - ✓ Facilitate the technical upskilling of people and actively support their professional development.
  - ✓ Address technical performance matters and provide bespoke interventions.

### **Supporting Change Projects & Technical Performance**

- Technical expertise is used to support all stages of programmes/projects/improvement initiatives, and the required business outcomes and benefits are realised.
- The technical capability of the Council is maximised through its people, performance, and strategies.
- There is effective collaborative working with Heads of Service, Service Managers, People Managers, and planning/project specialists.
- Appropriate governance, stakeholder engagement and communication arrangements are established, managed, and maintained, and there is robust management and regular reporting of progress, benefits, risks, issues, and dependencies.
- Any assigned budgets are monitored and managed with care and accuracy.
- There is accountability for the effective planning, organising, delivery and continuous improvement and efficiency of the division, its resources, and allocated budgets, through divisional service delivery, efficiency and improvement plans as required.
- The City Mayor’s visions and priorities are actively supported.
- Technical expertise (+knowledge of wider Council strategic/policy objectives) are used wisely to support areas of work.
- Decisions and recommendations are robust and can be clearly justified.

### **Personal Development**

- There is a commitment to developing the full range of professional skills and knowledge to satisfy the requirements of the post and maximise the technical performance of the Council.
- Time is taken to reflect on achievements, areas for growth, and desired opportunities.

Key Contacts	Purpose	Frequency
Partner organisations, agencies, clients, and external bodies	Work collaboratively on shared workstreams, priorities and statutory obligations. Carry out negotiations and steer desired outcomes.	Daily
People Managers	Work collaboratively to plan and develop technical resources.	Weekly

Public & other stakeholders	Attend and formally represent the Council/service at meetings, committees, forums, consultation events, appeals, and enquiries.	Weekly
Suppliers, providers & contractors	Manage and lead any procurement or tender activity. Negotiate contracts and specifications.	Weekly
Clients/Customers	Manage relationships.	Weekly
Statutory bodies	Liaise regarding statutory obligations.	Weekly
Other LCC specialists e.g. Legal, Finance, Procurement	Seek advice and input. Shared objectives.	Weekly
Divisional/service leaders and project specialists	Support the planning and delivery of change programmes/projects/initiatives.	Monthly
Council leaders, and politicians	Provide an advanced level of technical advice to inform a diverse range of strategies, actions, priorities, and decisions.	Monthly
Is this post classified as "politically restricted", because the post holder is required to advise the council and its committees or communicates with the media on behalf of the council?		No
Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?		No
<b>CHECK REQUIRED</b>		
<b>No check</b>		<b>X</b>
<b>Basic DBS check</b>		
<b>Standard DBS check</b>		
<b>Enhanced DBS check</b>		
<b>Enhanced DBS check with either children's or adults' barred list check or both</b>		

## Person Specification

Please use this person specification to understand what Experience, Knowledge, Skills and Qualifications you will be required to demonstrate for this job with us.

### Hints and Tips

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#### MEASURED BY APPLICATION FORM

Examples should be provided on your application form of how you meet each individual criterion, this is what the recruiting manager will use to determine whether you have the required experience and qualifications for this role.

**Tip** - list each criterion in your application form and provide evidence under each heading.

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#### MEASURED BY TEST

You will be required to undertake a test which will require you to demonstrate some or all these skills - this will usually be in the form of a job-related test. For managerial roles, we may ask you to complete online situational judgement tests and an Occupational Personality Profile (OPQ).

**Tip** - practice online tests on the SHL website.

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#### MEASURED AT INTERVIEW

The panel will ask you to provide examples of your knowledge, skills and experience at interview.

**Tip** - prepare by gathering examples you can talk through against each of the criteria, by using the STAR method:

**Situation**

**Task**

**Action**

**Result**

## Measured from Application Form

Experience	Essential (E) / Desirable (D)
Substantial experience acting as a technical expert in the field of Building Control.	E
Experience of: <ul style="list-style-type: none"> <li>Holding and managing a caseload of requests/applications/relationships/accounts.</li> <li>Undertaking complex assessments/investigations/evaluations/analyses and resolving associated issues/conflicts/anomalies.</li> </ul>	E
Experience of managing important relationships & undertaking negotiations.	E
Existing Qualifications	Essential (E) / Desirable (D)
(Class 2 RBI) Have Class 2A Registered Building Inspector status through the Building Safety Regulator.	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
Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.	E

## Measured by Test

Skills/Knowledge	Essential (E) / Desirable (D)
Excellent working knowledge of legislation, regulations and professional codes of practice for Building Control including Operational Standards Rules set by the Building Safety Regulator and legislation under the Health & Safety at Work Act 1974.	E
Excellent knowledge of the construction industry, methods, techniques and materials.	E
Advanced written communication skills and proficient at compiling communications and documents of the highest quality.	E
Skills in supervising people and helping them to learn and develop.	E

## Measured at Interview

Knowledge	Essential (E) / Desirable (D)
Expert level of knowledge in Building Control technical specialism including the legislative framework.	E
Detailed understanding of technical service delivery and performance standards.	E
A good level of political awareness and understanding of current challenges, issues, and developments affecting the work area.	E
Very good understanding of the principles of risk management.	E
Knowledge of the Council's approaches and processes relating to Building Control.	D

Good understanding of financial constraints and how they impact on service delivery.	D
<b>Experience</b>	<b>Essential (E) / Desirable (D)</b>
Substantial experience acting as a technical expert in the field of Building Control.	E
Experience of: <ul style="list-style-type: none"> <li>• Holding and managing a caseload of requests/applications/relationships/accounts.</li> <li>• Undertaking complex assessments/investigations/evaluations/analyses and resolving associated issues/conflicts/anomalies.</li> </ul>	E
Experience of managing important relationships & undertaking negotiations.	E
Experience of providing technical leadership and professional development to others.	D
Experience of supporting the development of important plans, strategies, and standards.	D
Experience of leading or supporting change/service development projects.	D
Experience of procurement or tender activity, selecting suppliers, and negotiating contracts.	D
Experience of managing budgets.	D
<b>Skills</b>	<b>Essential (E) / Desirable (D)</b>
Able to demonstrate confidence, assertiveness, political astuteness, and sensitivity in speaking, presenting, making recommendations, and answering questions to Council leaders and politicians, and other high-profile people.	E
Highly sophisticated interpersonal and communication skills to: <ul style="list-style-type: none"> <li>• Negotiate desired outcomes.</li> <li>• Influence agreements, actions, and priorities.</li> <li>• Manage important relationships.</li> <li>• Present complex and contentious information clearly to a variety of audiences.</li> </ul>	E
Able to demonstrate a balanced, pragmatic and creative approach to solving complex issues/problems and fully consider the implications of decisions taken.	E
Able to make swift decisions and recommendations, including those relating to non-standard issues regarding design and construction by: <ul style="list-style-type: none"> <li>• Applying clear and logical thinking, sound judgement, and reasoning.</li> <li>• Commissioning and interrogating specialist assistance, where necessary.</li> </ul>	E
Good IT skills and able to competently utilise Microsoft Office programmes and Building Control back-office system software.	E
Able to: <ul style="list-style-type: none"> <li>• Work on own initiative with minimal supervision within the limits of your competence.</li> </ul> And <ul style="list-style-type: none"> <li>• Effectively plan and prioritise activities to ensure work is completed to tight deadlines whilst maintaining accuracy and diligence.</li> </ul>	E
Able to maintain written records of decisions made in relation to the practical application of building control activities and functions within the context of audit.	E

Committed to keeping up to date with emerging legislation, technologies, and best practice to ensure the Council receives the best guidance and makes the right choices based on current objectives, resources, and available costs.	E
<b>Other Requirements</b>	<b>Essential (E) / Desirable (D)</b>
<p>Able to travel to different locations:</p> <ul style="list-style-type: none"> <li>• Within the city to fulfil technical activities and obligations.</li> <li>• Within the city, county and beyond to represent the Council in a formal capacity.</li> </ul>	E
<p>Able to:</p> <ul style="list-style-type: none"> <li>• Carry out site visits to undertake Building Control activities in various locations, including construction sites across rough terrain, climbing ladders, entering trenches, confined spaces, etc.</li> <li>• Work regularly outside of usual hours to respond to reports of dangerous structures and/or attend meetings, site visits and accommodate other service needs, including mornings, evenings, weekends and bank holidays.</li> <li>• Act on out of hours rota.</li> <li>• Carry out all activities in line with health and safety guidance and policy.</li> </ul>	E

## Measured by Documentary Evidence

<b>Qualifications / Certificates / Registrations / Licences / Statuses</b>
<p>We will ask you to provide documentary evidence of any that you hold based on the criteria in the previous sections. This includes:</p> <ul style="list-style-type: none"> <li>• Any essential qualifications, certificates, registrations, licences, or statuses</li> <li>• Any desirable qualifications, certificates, registrations, licences, or statuses <b>if you hold them</b></li> </ul>

**Reasonable adjustments to the job activities and/or job requirements specified in this document will be considered for disabled people**

## Leadership Qualities

Leicester City Council's Leadership Qualities underpin the Vision and Values and outline the behaviours we expect our leaders to demonstrate in the workplace. These behaviours are what our people say enables and inspires them to do their best work.

### People Centred

Be fair, put people at the centre of what we do.

- ✓ Takes time to actively listen and understand individual's views and feelings and adapts their own behaviour and style as appropriate
- ✓ Shows respect for the views of others and gives recognition for their contributions, valuing diversity
- ✓ Engages with people in a straightforward and truthful way
- ✓ Is visible and approachable

### Achieve

Be accountable and outcome focussed

- ✓ Agrees clear outcomes / objectives and holds the individual and team to account
- ✓ Involves team in creating a shared purpose to help them develop and achieve results

### Reflect

Be clear, making time to reflect, analyse and develop

- ✓ Encourages and enables team to reflect and act on evaluation and feedback
- ✓ Creates a culture of continuous improvement - sees successes and setbacks as opportunities to learn and develop

### Inspire

Be confident, igniting creativity, supporting development and role modelling

- ✓ Creates space and time for the team to be innovative and creative
- ✓ Supports team development and encourages autonomy and freedom to enable team to do their best work
- ✓ Demonstrates the qualities desired in people including authenticity and humility
- ✓ Champions difference and external experience, and supports principles of fairness of opportunity for all

### Connected

Be respectful, build impactful relationships

- ✓ Has regular quality conversations, speaks honestly and challenges constructively
- ✓ Proactively develops positive trusting relationships within the team

## Vision & Values

### OUR VISION

Our vision is that we will work with creativity and drive for the benefit of the people that live and work in our city.

### OUR VALUES

To achieve this, we have committed to five values: confidence, clarity, respectfulness, fairness and accountability.

If you decide to come to work for us, these values will help you understand your role within the wider organisation, and how the work you do ties in with everyone else's work.

### WHAT DOES THIS MEAN?

✓ <b>Confidence</b> means leading by example and focusing on results. This helps raise the standard of our work, as confidence breeds success.
✓ <b>Clarity</b> means ensuring that communications and messages are easy to understand. This makes working between services easier and ensures that members of the public can understand what we do.
✓ <b>Respectfulness</b> is something we take very seriously. It is important that every employee of the council understands how their behaviour affects others.
✓ It is also important that we work in an atmosphere of <b>Fairness</b> . This means we listen to others' opinions and allow everyone to have their say.
✓ <b>Accountability</b> means that everyone in the Council takes responsibility for their own performance. By doing this, we all improve the quality of our own work and the work of the council as a whole.

Leicester City Council will operate with creativity and drive for the benefit of Leicester and its people

Be confident | Be clear | Be respectful | Be fair | Be accountable