

Role Description and Employee Specification

Job Title:	Registered Building Inspector	Location:	Coleford
Department:	Planning & Sustainability	Service:	Building Control
Reports to:	Principal Building Inspector	Working Hours:	37 hrs
Salary:	£41,771 - £47,181	Grade:	9
Contract Type:	Permanent	Direct Reports:	N/A

Overall purpose of the Post:	<p>To provide technical advice and direction, applying knowledge within the technical area of expertise and manage all aspects of domestic construction up to 3 storeys (excluding flats) to internal and external customers.</p> <p>Solving problems or managing risks to implement and enforce Building Regulations, Associated Legislation, delegated path Committee Building Act and any other legislation managed by Building Control Services, within the Building Safety Regulator Registration Class 2, Category A</p>
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> • Be responsible for carrying out site inspections on domestic works, using detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction. • Plan appraisal of all elements of domestic construction (non HRB) with no supervision, working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard. • Be responsible for analysis of information, decision making, ensuring all record keeping and report writing is up to date for caseload • To be accountable for identifying, determining and taking action to secure compliance, providing competent advice to building control bodies and duty holders. Carrying out duties with discretion, integrity and maintain confidentiality. • Accountable for identifying and reporting conflicts of interest ensuring appropriate action is being taken. • Undertake all work in compliance with the Code of Conduct. • Carry out site inspections on domestic • Act within and maintain own competence whilst supporting others to do the same • Support the mentoring of team members

	<ul style="list-style-type: none"> The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> Be a Registered Building Inspector Class2 Category A A qualification in your area of expertise, equivalent to a degree Three years' experience preferable GCSE Maths and English or equivalent to grade C/4 or higher Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders Experience of being involved in continuously improving services and developing products to meet customer need Ability to remain calm and confident when dealing with challenging customers and environments Ability to resolve complex issues by negotiation Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes Demonstrate commitment and resilience to succeed Ability to work independently under pressure and within tight deadlines Excellent written and verbal communication skills Competent in using a range of technology and software packages, including Microsoft
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> Knowledge, understanding or experience of project management Membership of a relevant professional body
General Accountabilities:	<p>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</p> <p>Safeguarding – The Council/Publica is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To actively support the Council to reduce its carbon emissions and deliver climate resilient services and place</p>
Special Conditions:	<ul style="list-style-type: none"> You will be expected to work reasonable additional hours in line with the needs of the service. There may be a requirement to work at other locations to meet the needs of the business. Full UK Driving Licence. Ability to travel / access to a vehicle for work purposes.

Date Reviewed:	March 2025	Reviewed By:	Stephen Symonds and Philippa Lowe
Checked by HRBP	Clare Jones	Date of Issue:	March 2025