

JOB TITLE: Building Inspector (Career grades)**Level descriptor: Levels JG5 to JM3**

Continuation in the post will be dependent on demonstrable competence in the duties outlined and obtaining any a licence to operate at the specified level that is required by the Building Safety Regulator.

The levels of this career grade are:

- Level JG5 Trainee Building Inspector
- Level JG7 Building Inspector (Band A - Domestic)
- Level JM1 Building Inspector (Band B - General)
- Level JM2 Building Inspector (Band B - General +)
- Level JM3 Building Inspector (Band C - Specialist)

Level JG5 Trainee Building Inspector	
Role purpose Expected to undertake specialist or technical assessments/activities and make decisions based on those assessments within the building control service, using skills that would have been gained through professional qualifications, undertaking the relevant vocational training and practical work experience, whilst under supervision ((Local Authority Building Control (LABC) Competency Matrix - Level 4 or its equivalent) in order to obtain a Domestic Licence from the Building Safety Regulator. Roles at this level are entry level for those wishing to follow a career in Building Control. The work relates primarily to domestic projects and finding solutions to technical issues.	
Typical activities	Knowledge, skills & experience
To undertake the delivery of a range of activities within Building Regulations and provide information and feedback about compliance with building control regulations on building or development work. Under the guidance of senior colleagues, undertake inspections of building works within a defined programme and within statutory frameworks and take necessary action to deal with dangerous structures	NVQ level 2 in literacy and numeracy and 5 GCSEs at grade C or above in English, maths, a science and two other subjects. Eligible for acceptance on courses sanctioned by the Building Safety Regulator that are necessary to obtain a licence to operate. This includes but is not limited to courses provided by Local Authority Building Control (LABC).

<p>to maintain public safety. Undertake out of hours work in accordance with a team rota, as required by the needs of the business and under the supervision and direction of a senior inspector or the manager.</p> <p>Assist in technical investigations and prepare reports, collect evidence and prepare statements for others to take action.</p> <p>Advise on and correctly apply building regulations to resolve queries from architects, builders, contractors and developers, escalating the complex queries to others.</p> <p>Undertake a course of study such as CIOB Level 4 Diploma in Building Control Surveying, delivered through LABC (Local Authority Building Control) or its equivalent and achieve the qualification within 12 months in order to obtain a Building Safety Regulator license to inspect domestic construction projects, where such a license is required by the Building Safety Regulator.</p> <p>Provide information and advice to others on a range of subjects within a specific area of work to encourage compliance with and understanding of legislation and guidance on Building Control matters.</p> <p>Communicate with colleagues, contractors and other partner agencies through verbal reports and keeping records of site visits and technical activities completed in accordance with procedures and guidelines.</p> <p>React positively to feedback from businesses, customers, colleagues and partner agencies and the general public to promote future business.</p>	<p>Ability to obtain the Building Safety Regulator license for domestic projects within the time taken to complete the course plus one year.</p> <p>Previous work experience in a customer service environment and within the building industry to enable working with stakeholders and engaging with the general public.</p> <p>Ability to manage confrontational situations to prevent escalation.</p> <p>Demonstrate basic knowledge of building regulations and legislation governing building development, and the ability to read building plans.</p> <p>Ability to manage own workload to meet agreed deadlines.</p> <p>Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.</p> <p>Good IT skills in programmes such as Uniform and Idox as well as Microsoft Office programmes</p> <p>Understanding of professional boundaries</p>
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number/type of inspections undertaken</p>	<p>Team Working ~ ability to work as part of team and coordinate work activities to maximises service delivery</p>

<p>Feedback from customers, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p>Service user/ outcome focused ~ sets challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery</p> <p>Problem solving & judgment ~ breaks down complex issues into manageable parts and thinks through the implications of decisions</p> <p>Planning & Organising ~ prioritises and organising work, makes personal work plans to meet the longer-term requirements of the service</p> <p>Business Awareness ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p>
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Level JG7 Building Inspector (Band A - Domestic)

Role Purpose:

In addition to the responsibilities of the previous level of this career grade, to undertake licensed building regulations inspections and work without supervision on domestic projects (level 4A of the Local Authority Building Control (LABC) Detailed Competency Matrix or its equivalent)

Progression from JG5 to JG7 will be dependent on:

- Demonstrable competency in the duties outlined.
- Demonstrating the values and behaviours set out in the council's Values and Behaviours Framework
- Proof of holding a current Building Safety Regulator license to assess for compliance domestic construction projects, where such a license is required by the Building Safety Regulator.

Progression to the grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and 121 meetings.

Typical activities	Skills, Knowledge & Experience
<p>Manage a case load of domestic projects to ensure compliance with Building Regulations for all stages of the development and take enforcement action as necessary. Undertake site inspections in relation to dangerous structures and carry out actions and enforcement work as required. Undertake out of hours work in accordance with a team rota, as required by the needs of the business and under the direction of a senior inspector or the manager.</p> <p>Provide information and advice to businesses and to ensure the appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.</p> <p>Undertake a professional course of study to obtain the Building Safety Regulator General license for general projects.</p> <p>Establish and maintain appropriate links with building professionals, businesses and homeowners to encourage repeat business in building control through the provision of good customer service and solution focused advice.</p> <p>Communicate effectively with contractors, colleagues and businesses and the general public, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p>	<p>Hold a current Building Safety Regulator license to inspect domestic construction projects, where such a license is required by the Building Safety Regulator, or where such a licence is not required, demonstrate the experience, demonstrable competency and qualifications necessary to achieve the licence when it becomes a formal requirement.</p> <p>Have the relevant skills, knowledge, experience and behaviours, and organisational capability to carry out work on domestic construction projects, in the way that ensures compliance with Building Regulations.</p> <p>Ability to work towards a obtaining a license to inspect commercial and non-domestic buildings.</p> <p>A working knowledge of legislation, regulations and professional codes of practice for Building Control including operational standards set by the Building Safety Regulator and legislation under the Health & Safety at Work Act 1974.</p> <p>Understanding of professional responsibilities and liabilities under the proposed Building Safety Act and resulting secondary legislation.</p>

	<p>Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.</p> <p>Ability to maintain Continuing Professional Development (CPD) for Building Safety Regulator license compliance.</p>
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Level JM1 Building Inspector (Band B - General)	
<p>Role purpose In addition to the responsibilities of the previous grades within this career grade, undertake licensed building regulations inspections, to work without supervision on domestic and commercial projects (level 4A and 5 of the Local Authority Building Control (LABC) Detailed Competency Matrix or its equivalent).</p> <p>Progression from JG7 to JM1 will be dependent on:</p> <ul style="list-style-type: none"> • Demonstrable competency in the duties outlined. • Demonstrating the values and behaviours set out in the council's Values and Behaviours Framework • Proof of holding a current Building Safety Regulator license to inspect domestic and general non-domestic construction projects, where such a license is required by the Building Safety Regulator. <p>Progression to the grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and 121 meetings.</p>	
Typical activities	Knowledge, skills & experience
<p>Manage a portfolio of development sites and evaluate work/remedial action, working within a framework for inspections of domestic and commercial projects to ensure compliance with technical standards.</p>	<p>Hold a current Building Safety Regulator license to inspect domestic, and general non-domestic construction projects, where such a license is required by the Building Safety</p>

<p>Manage a caseload of domestic and general non-domestic projects or inspections and take enforcement action as necessary. Undertake site inspections in relation to dangerous structures and carry out actions and enforcement work as required. Undertake out of hours work in accordance with a team rota, as required by the needs of the business and under the direction of a manager.</p> <p>Undertake a professional course of study to obtain the Building Safety Regulator General license for specialist projects.</p> <p>Support preparing cases for enforcement or other legal action and undertake the role of expert witness to ensure compliance with regulations and technical standards.</p> <p>Provide information and advice to businesses and to ensure the appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.</p> <p>Establish & maintain appropriate links with building professionals, businesses and homeowners to encourage repeat business in building control through the provision of good customer service and solution focused advice.</p> <p>Communicate effectively with contractors, colleagues and businesses and the general public, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p> <p>React positively to feedback from businesses, customers, colleagues and partner agencies and the general public to promote future business.</p>	<p>Regulator, or where such a licence is not required, demonstrate the experience, demonstrable competency and qualifications necessary to achieve the licence when it becomes a formal requirement.</p> <p>Have the relevant skills, knowledge, experience and behaviours, and organisational capability to carry out work on domestic construction projects, in the way that ensures compliance with Building Regulations.</p> <p>Ability to work towards a license to inspect complex structures and buildings</p> <p>A comprehensive knowledge of legislation, regulations and professional codes of practice for Building Control including operational standards set by the Building Safety Regulator and legislation under the Health & Safety At Work Act 1974.</p> <p>Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.</p> <p>Understanding of professional responsibilities and liabilities under the proposed Building Safety Act and resulting secondary legislation.</p> <p>Ability to manage/organise own work to meet agreed deadlines</p> <p>Have an understanding of professional boundaries and how they impact on service delivery within the setting of local government.</p>
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	Ability to maintain Continuing Professional Development (CPD) for Building Safety Regulator license compliance.
Performance measures	Competencies
<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number/type of inspections undertaken</p> <p>Feedback from customers, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p>Team Working ~ ability to work as part of team and coordinate work activities to maximises service delivery</p> <p>Service user/ outcome focused ~ sets challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery</p> <p>Problem solving & judgment ~ breaks down complex issues into manageable parts and thinks through the implications of decisions</p> <p>Planning & Organising ~ prioritises and organising work, makes personal work plans to meet the longer-term requirements of the service</p> <p>Business Awareness ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p>

Level JM2 Building Inspector (Band B - General +)

Role purpose:

In addition to the responsibilities of the previous grades within this career grade, undertake licensed building regulations inspections, as licensed building regulations inspector, with proven skills and competency to work without supervision on higher risk/complex buildings and

with supervision on specialist fire safety matters (level 6 of the Local Authority Building Control (LABC) Detailed Competency Matrix or its equivalent).

Progression from JM1 to JM2 will be dependent on:

- Demonstrable competency in the duties outlined.
- Demonstrating the values and behaviors set out in the council's Values and Behaviours Framework
- Proof of holding a current Building Safety Regulator license to inspect domestic and general non-domestic construction projects, where such a license is required by the Building Safety Regulator.
- Significant experience undertaking the responsibilities of the JM1 role, as demonstrated within a portfolio of evidence.

Progression to the grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and 121 meetings.

Typical activities	Knowledge, skills & experience
<p>Manage a range of development sites, including structures, and evaluate work/remedial action and develop a framework for inspections of work to ensure compliance with legislative requirements.</p> <p>Manage a caseload of domestic to general non-domestic complex projects and take enforcement action as necessary. Undertake site inspections in relation to dangerous structures and carry out actions and enforcement work as required. Undertake out of hours work in accordance with a team rota, as required by the needs of the business and under the direction of a manager.</p> <p>Under direct supervision from a person with an appropriate licence from the Building Safety Regulator, assist with the inspection and consideration of specialist construction projects.</p> <p>Provide information and advice to businesses and to ensure the appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.</p>	<p>Hold a current Building Safety Regulator license to inspect domestic, and general non-domestic construction projects, where such a license is required by the Building Safety Regulator, or where such a licence is not required, demonstrate the experience, demonstrable competency and qualifications necessary to achieve the licence when it becomes a formal requirement.</p> <p>Have the relevant skills, knowledge, experience and behaviours, and organisational capability to carry out work on domestic construction projects, in the way that ensures compliance with Building Regulations.</p> <p>An approved professional qualification relevant to building control, construction or similar discipline, and significant post qualification practical experience in a building control inspector role within professional practice, private sector government</p>

Developing commercial opportunities and maintain a sustainable client base within the private building development sector for both commercial and domestic clients.

Undertake a professional course of study to obtain the Building Safety Regulator General license for specialist projects.

Give information and advice to businesses and the public about legislative requirements and standards for the protection of people in and around buildings.

Investigate complaints and undertake remedial action to resolve problems, ensuring senior managers are aware of the situation.

Establish & maintain appropriate links with building professionals, businesses and homeowners to encourage repeat business in building control through the provision of good customer service and solution focused advice.

Support the development of colleagues and mentor less experienced members of the team.

The post holder is required to have significant post qualification experience to deliver specific work streams, provide technical advice and guidance to others (including other professionals) and can have responsibility for complex projects.

Prepare cases for enforcement or other legal action to maintain compliance with technical standards, ensuring expert witness evidence is available.

body or Local Government. In addition, significant experience of working on general non-domestic projects.

Able to demonstrate skills and competency to work without supervision on non-domestic general projects.

Able to demonstrate the skills and knowledge required to work with supervision from a person with an appropriate license from the Building Safety Regulator to work on specialist projects.

A comprehensive knowledge of legislation, regulations and professional codes of practice for Building Control including operational standards set by the Building Safety Regulator and legislation under the Health & Safety at Work Act 1974.

Understanding of professional responsibilities and liabilities under the proposed Building Safety Act and resulting secondary legislation.

Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.

Ability to manage/organise own work to meet agreed deadlines.

Have a good understanding of professional boundaries and how they impact on service delivery within the setting of local government.

<p>Communicate effectively with contractors, colleagues and businesses, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p> <p>Under the direction of a manager, undertake management of the team and the development of others to maintain full professional standards.</p>	<p>Have a good understanding of financial constraints and how they impact on service delivery.</p> <p>Ability to maintain Continuing Professional Development (CPD) for Building Safety Regulator license compliance.</p>
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives ~ e.g. number of cases worked on at any one time, quality of site records, number of inspections undertaken</p> <p>Feedback from customers, colleagues and partner agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p>	<p>Team Working ~ able to work as part of team and coordinate work activities to maximises service delivery. Cooperation and flexibility, sharing best practice to develop self and others</p> <p>Service user/ outcome focused ~ sets challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery</p> <p>Problem solving & judgment ~ facilitates others to solve problems, breaks down complex issues into manageable parts and thinks through the implications of decisions</p> <p>Planning & Organising ~ Prioritises and organising work for self and others, makes plans to meet the longer-term requirements of the service</p> <p>Business Awareness ~ Understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p> <p>Leadership Standards ~ demonstrates the behaviours set out in the council's leadership standards.</p>

Level JM3 Building Inspector (Band C Specialist)

Role purpose:

In addition to the responsibilities of the previous grades within this career grade, undertake licensed building regulations inspections, as a licensed building regulations inspector, with proven skills and competency to work without supervision on specialist fire safety matters in relation to higher risk/complex buildings (level 6A of the Local Authority Building Control (LABC) Detailed Competency Matrix or its equivalent).

Progression from JM2 to JM3 will be dependent on:

- Demonstrable competency in the duties outlined.
- Demonstrating the values and behaviors set out in the council's Values and Behaviours Framework
- Proof of holding a current Building Safety Regulator license to inspect domestic, commercial, complex and high-risk buildings and deal with specialist fire safety matters in relation to higher risk/complex buildings, where such a license is required by the Building Safety Regulator.

Progression to the grade within the role will be based on the needs of the service, attainment of the required competencies and managerial assessment at annual appraisal and 121 meetings.

The post holder is required to have significant post qualification experience to deliver specific work streams, provide technical advice and guidance to others (including other professionals) and can have responsibility for managing people within the team and complex projects.

The post is a professional expert in the Building Control discipline, providing a professional building surveying service to ensure compliance with regulatory standards both for the council's estate and for the private building sector.

Typical activities

Manage a range of high-profile development sites, including complex structures, and evaluate work/remedial action and develop a framework for inspections of work to meet legislative requirements.

Knowledge, skills & experience

Hold a current Building Safety Regulator license to inspect domestic, general non-domestic and specialist projects (including high-risk buildings and fire safety matters), where such a license is required by the Building Safety Regulator, or where such a licence is not required, demonstrate the

<p>Manage a caseload of domestic to specialist projects, including high rise and complex fire safety projects and take enforcement action as necessary. Undertake site inspections in relation to dangerous structures and carry out actions and enforcement work as required. Undertake out of hours work in accordance with a team rota, as required by the needs of the business and under the direction of a manager.</p> <p>Develop commercial opportunities and maintain a sustainable client base within the private building development sector for both commercial and domestic clients to meet income targets and maintain and increase market share.</p> <p>Provide information and advice to businesses and to ensure the appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from senior colleagues.</p> <p>Take a lead role in preparing cases for enforcement or other legal action within the appropriate timescales.</p> <p>Attend annual fire safety review meetings required by the Building Safety Regulator, with residents and other professionals in relation to the Higher Risk Buildings.</p> <p>Under the direction of a manager, undertake management and development of the team, supporting professional development to ensure technical compliance and maintenance of licensed status for all.</p> <p>Develop the technical aspects of the team plan for Building Control.</p> <p>Brief key stakeholders (including elected members) on future developments, issues and proposed resolutions.</p>	<p>experience, demonstrable competency and qualifications necessary to achieve the licence when it becomes a formal requirement.</p> <p>Have the relevant skills, knowledge, experience and behaviours, and organisational capability to carry out work on domestic construction projects, in the way that ensures compliance with Building Regulations.</p> <p>An approved professional qualification relevant to the construction industry and significant post qualification practical experience in building control surveying role within professional practice, private sector building control body or Local Government.</p> <p>A comprehensive and expert knowledge of legislation, regulations and professional codes of practice for Building Control including operational standards set by the Building Safety Regulator and legislation under the Health & Safety at Work Act 1974.</p> <p>Understanding of professional responsibilities and liabilities under the proposed Building Safety Act and resulting secondary legislation.</p> <p>Ability to maintain written records to justify decisions made in relation to the practical application of building regulations within the context of audit.</p> <p>Ability to manage/organise own work and that of colleagues to meet agreed deadlines.</p>
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<p>Give information and advice to businesses and the public about legislative requirements and standards for the protection of people in and around buildings.</p> <p>Establish and maintain appropriate links with building professionals, businesses and homeowners to encourage repeat business in building control through the provision of good customer service and solution focused advice.</p> <p>Communicate effectively with contractors, colleagues and businesses, both verbally and in writing, through the appropriate use of case notes and other record keeping within information sharing protocols and record keeping policies.</p> <p>Under the direction of the team manager, undertake day to day supervision of others and support their professional development including mentoring and support of colleagues, enhancing and developing competencies, disseminating best practice findings to improve the performance of the team.</p>	<p>Ability to provide technical advice and guidance to others (including other professionals) and be a role model for professional development</p> <p>Have experience and sound knowledge of professional boundaries and how they impact on service delivery within the setting of local government.</p> <p>Have experience and sound knowledge of financial constraints and how they impact on service delivery.</p> <p>Ability to maintain Continuing Professional Development (CPD) for Building Safety Regulator license compliance.</p>
<p>Performance measures</p>	<p>Competencies</p>
<p>Quantifiable objectives ~ e.g. number of cases held at any one time, impact evaluation of service delivery, quality of records or cases, etc Feedback from businesses, colleagues and regional agencies</p> <p>Key Performance Indicators (where available)</p> <p>Line manager assessment</p> <p>360 feedback from staff and colleagues</p> <p>Performance of the team</p>	<p>Team Working ~ assists other team members through mentoring and longer-term assistance, encourages and empowers others, role model for others</p> <p>Service user/ outcome focused ~ sets challenging goals for self and others and identifies opportunities and barriers and deals with them to achieve service delivery.</p> <p>Problem solving & judgment ~ facilitates others to solve problems, breaks down complex issues into manageable parts and thinks through the implications of decisions.</p>

	<p>Planning & Organising ~ prioritises and organising work for self and others, makes plans to meet the longer term requirements of the service.</p> <p>Business Awareness ~ understands the contribution the role makes to the service and organisation as a whole, thinks outside own area to appreciate the aims of other services.</p> <p>Leadership Standards ~ demonstrates the behaviours set out in the council's leadership standards.</p>
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Suggested posts: Lead Officer (Trading Standards) (Food & Safety), Area Surveyor, Environmental Health Officer

Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

The entering of your name and the date below will be treated as signature for declaration purposes.

Effective Date:	Issued on:
Postholder Name:	Date: