



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Place
Post Title	Senior Building Control Inspector
Post Number	
Accountable to	Principal Building Control Inspector
Key leadership relationships	<p>Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers</p> <p>External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	08/12/23

Job Description - Principal purpose of job (role summary)

As Senior Building Inspector you will support the Principal Building Control Inspector and Building Control Manager to perform the Council's Building Control functions namely the administration and enforcement of the Building Regulations.

Ensuring the health, safety and welfare of the people that live in, work in and visit Worthing through the application of the Building Act and enforcement of the Building Regulations

Protecting the environment through the application of government policy on energy conservation and carbon dioxide reduction in order to meet national and world targets

Helping to ensure that Adur and Worthing Council maintains a competitive and viable building control service in order to fulfill the Authority's statutory function and the aims of the Councils strategies.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
<p>Live how we work with each other and our customers:</p> <ul style="list-style-type: none"> • We listen • We say what we think & do what we say • We are inclusive & kind • We are ambitious • We think & act beyond ourselves and our service • We are a team
Promote the service and Councils positively at all times

Role specific Duties and responsibilities

1. The administration and enforcement of Building Regulations, directly allied legislation and other functions of the Group in order to ensure that sound standards are achieved within the Council's Building Control Policy including:

<ul style="list-style-type: none"> • Examination of deposited plans for compliance with the Building Regulations, and other allied legislation; and the seeking of further information, and clarification, as necessary • Inspection of Building Regulation works in progress, in a competent and prompt manner, and dealing with any matter and correspondence arising therefrom. • Full and correct implementation of 'Building Notice' procedures
<p>2. To maintain registration with the Building Safety Regulator at the level required for the position and to comply with the requirements and responsibilities of registration. To assist in the gathering of accurate reporting data to the Building Safety Regulator.</p> <p>For a Senior Building Control Inspector you would be required to be registered and to undertake work as a General Building Control Surveyor (aligned with BSR Class 2 a-d (as a minimum covering domestic work and low rise commercial properties) and work under e - f and above under supervision if required.</p>
<p>3. Within normal working hours, assessing the danger to the public from dangerous structures and specifying/arranging appropriate work to be undertaken quickly and effectively to make such structures safe.</p>
<p>4. Dealing with Demolition Notices and advising contractors on safety and environmental matters.</p>
<p>5. Identify any non-compliance with the Building Regulations and recommend to the Principal Building Inspector or Building Control Manager necessary enforcement action to remedy the breach. This may involve the preparation and submission of evidence in a Court of Law.</p>
<p>6. When authorised to serve relevant enforcement notices.</p>
<p>7. Liaison and consultation with other Sections, Departments and bodies, on matters arising, as necessary.</p>
<p>8. Other duties include:</p> <ul style="list-style-type: none"> • Adhering to the strict timescales set out in legislation and the performance targets set by the Regulator. • Keeping proper, detailed and accurate records of all inspections and decisions made, and matters arising • Initiating Inspection Fee Invoices • Report any breach of the regulations and recommend appropriate enforcement action to the Principal Building Control Surveyor. • Provide all necessary advice to applicants and agents on compliance with the Building Regulations • Exercising a "duty of care" with regard to construction site health and safety and, when necessary, liaising with the Health and Safety Executive • Providing ideas and input to the Service Policy Meetings in order to help improve the quality of the Building Control Service.

<p>9. The post holder will be expected:</p> <ul style="list-style-type: none"> • To hold membership or working towards membership of a recognised professional institution, such as the Royal Institution of Chartered Surveyors or the Chartered Association of Building Engineers. • To maintain membership • To act always in the best interest of the Council, giving priority to the approved strategic objectives • To adhere to all aspects of the Council's Equal Opportunity Employment Policy and Race Equality scheme, in so far as they affect you as an employee of the Council, and in respect of potential staff in order to comply with the law, and to promote and maintain good employee relations • To provide high standards of customer care to both external and internal customers as laid down in the Council's Customer Care Mission Statement • To ensure compliance with Health and Safety legislation and the Council's Safety Policy, practices and procedures • To adhere to all aspects of the Council's Code of Conduct • To adhere to all aspects of confidentiality and Data Protection in order to comply with the law. To observe all policies and guidelines as defined by the Council's Data Protection Officer or your Service Data Controller • To participate actively in any emergency planning exercises or training made available by the Council • To demonstrate and encourage a positive approach to public relations in accordance with agreed arrangements • To comply with agreed policies and guideline relating to personnel, recruitment, management, discipline or dismissal.
<p>10. Undertake the duties of the role in accordance with the Health and Safety Executive (HSE) Code of Conduct and Building Inspector Competence Framework (BICoF).</p>
<p>11. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.</p>
<p>12. Promote the service and Council positively at all times.</p>
<p>Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.</p>
<p>Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities</p>

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder

will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
Qualifications	<p>Corporate Member of RICS / ABE.</p> <p>Registered with the Building Safety Regulator as a General Building Control Surveyor Class 2 (minimum level with BSR Class 2 a-d)</p>	

Knowledge	In-depth knowledge of Building Regulations ancillary legislation and building construction.	
Experience	<p>Experience as a Building Control Officer to the level required at Class 2 (a-d)</p> <p>Able to work unsupervised and make judgements as to adequacy of building work and compliance with the Regulations.</p> <p>Able to identify work that fails to comply and the necessary procedures to both identify (record) and report on any non compliance.</p> <p>Able to undertake assessment and supervision of dangerous structures.</p> <p>Awareness and ability to follow Health & Safety Procedures.</p>	<p>Knowledge of Quality Assurance systems.</p> <p>Knowledge and understanding of modern customer service delivery methods.</p> <p>Knowledge of the planning system and its relationship to Building Control.</p> <p>Experience in working in a multi disciplinary team, both as leader and contributor on building control matters.</p> <p>Detailed knowledge of relevant H&S legislation</p>
Communication	<p>Good interpersonal skills.</p> <p>Professional judgment and negotiating skills to ensure regulatory requirements are applied in an objective and safe manner.</p> <p>Excellent verbal, IT and written skills to communicate effectively with a wide range of individuals and groups, including the ability to explain complex matters logically and coherently. Including the ability to present evidence in court, contribute effectively at meetings and write reports.</p>	
Relationship Building	Ability to build relationships with local builders, contractors, architects and plan drawers to ensure compliance with Regulations and if necessary require non-compliant work to be remedied without the necessity for formal enforcement action.	
Analytical	Able to apply all aspects of the Building Regulations to complex	

	Building Regulation submissions and communicate to the agent any implications and additional requirements.	
Planning/ Organising	<p>Must be well organised and able to manage own time and workloads within agreed deadlines.</p> <p>Keep accurate records at all times to the extent that such records may be used in Court in relation to potential prosecution action.</p>	
Other requirements	<p>Computer literate and have a sound working knowledge of Microsoft Office / the Google suite of products. The ability to efficiently type own records, reports, emails etc on computer</p> <p>Able to embrace new technology.</p> <p>Able to work on building sites including climbing ladders and moving through confined spaces.</p> <p>To be a team player.</p> <p>Able to work under pressure and adopt a flexible approach to change.</p> <p>Innovative and pro-active approach to recognising and solving problems.</p> <p>Enthusiastic to the development of client focused working practices.</p> <p>Empathy with members of the public and staff.</p> <p>Work under pressure and deal with difficult customers calmly but with authority.</p> <p>Able to deal with difficult situations (e.g. dangerous structures) in calm and authoritative manner.</p> <p>Able to resolve difficult and sometimes confrontational situations and impose requirements on unreceptive customers.</p>	<p>Sound working knowledge of computerised databases (preferably IDOX's Uniform and EDRMS systems).</p> <p>Commitment to continuing Professional Development.</p>

	<p>Carry out site inspection work in all weather conditions.</p> <p>Good motivational skills</p> <p>Valuing kindness and compassion in the workplace</p> <p>Acceptance of political restriction</p> <p>Able to travel within the Adur and Worthing Districts</p> <p>Full driving license and own transport appropriate to carry out the duties of the position.</p>	
--	---	--

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	