



**Cumberland
Council**

Post Specification

Date	June 2024
Post Group Number	PG8281
Post Title	Level 2F Building Control Service Inspector
Job Family	Regulation & Technical
Job Family Role Profile	RT13
Final Grade	13

To be read in conjunction with the job family role profile

Service Area description

The primary function of the Building Control service is to protect people's health and safety in the built environment.

Purpose of this post

The main activities undertaken by the role are assessing plans and carrying out inspections to assess whether building work is undertaken in compliance with the Building Regulations 2010, other requirements of the Building Act 1984 and associated legislation, standards and guidance for a range of building types.

Key job specific accountabilities

The main accountabilities of a building inspector include:

Key Areas of Responsibility:

1. Checking of deposited plans and Building Notices for compliance with Building Regulations and allied legislation (including the checking and assessment of estimated costs).
2. Site inspection of work in progress to ensure compliance with Building Regulations.
3. Record keeping including the use of the Section's' computer system.
4. Negotiating with owners, architects, agents, builders and members of the public.
5. Enforcement of Building Regulations.
6. Dealing with dangerous structures and control of demolition.
7. Ensure customer care and the promotion of Local Authority Building Control.
8. To keep up to date with changes and developments within own area of work, co-operate with and participate in the Council's training and development activities.
9. Promote Best Value, excellence in customer service, a focus on continuous improvement and the promotion of these in the delivery of services and employment within the context of equality of opportunity and cultural diversity.
10. Implement and monitor a positive performance culture, complying with policies and procedures that enable delivery of agreed targets and service standards.

11. Establish and maintain effective two-way communication with staff, colleagues, Members and customers, seeking out and responding to opinions in order to further enhance the quality of service delivery.
12. To promote best practice in meeting the requirements of Health & Safety legislation and to comply with other relevant statutory legislation.
13. If required, assist as directed, in responding to Cumberland Councils Emergency Plan. Please note this could require working outside of routine working hours and could entail working from places other than your normal place of work. We will take account of your personal circumstances at the time.
14. Undertake such other duties that are required from time to time and are commensurate with this position.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	No
Staff Management Responsibilities	Building Control Service Inspector level
Other	Driving licence

Essential Criteria - Qualifications, knowledge, experience and expertise

Key Areas of Responsibility:

Stage 4: Level 2F Building Control Service Inspector as defined in accordance with the (BICoF)

Practical and procedural knowledge and the ability to:

- a) Planning personal workload on a day to day basis., with minimum supervision.
- b) Dealing with all aspects of allocated building control applications.
- a) Processing of relevant applications.
- b) the preparation of statements of evidence and attendance at Court as expert witness where the enforcement of Building Regulations and allied legislation so requires
- c) Oversee other post within service area;
- d) Administer statutory provisions designed to ensure that dangerous structures are made safe during periods when the Building Control Service Inspector is unavailable.

Progression to stage 5 will be dependant on the following requirements

The successful completion of a Diploma Level 5 in Management or equivalent.

- a) There being sufficient work at stage 5.
- b) There being sufficient funding available.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	- Dealing with individuals in charged circumstances, challenging peoples perception of compliance. - Working to statutory deadlines. - Preparation of evidence and appearance at Court as the Councils expert witness.
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Physical Demands	• Ability to cover long distances on a day to day basis in varying weather conditions. • Lone working. • Physical ability to work at heights, confined spaces and dusty environments.
Working Conditions	• Work will involve working as part of a team in an office environment and working remotely on site with minimal supervision
Other Factors	
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