

## **Job description**

### **Senior Building Inspector (Class 2 category A-F)**

### **Band 7**

At West Suffolk Council we positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between manager and employee. Offices available to work in are both council's premises at West Suffolk House, Bury St Edmunds, and Mildenhall Hub, Mildenhall. You may reasonably be required to work at any other of the council's or stakeholder's premises as required to meet the needs of the service.

### **Job purpose**

To work as part of the Building Control team to ensure the health and safety of persons in and around buildings by the implementation of the Building Regulations and associated legislation within statutory time limits ensuring that standards of service delivery are met.

This role requires the post holder to be licensed by the building safety regulator (BSR) as a registered building inspector (RBI) working unsupervised on Class 2 category A-F buildings performing restricted activities and functions within the limitations of their registration.

The individual RBI will work on those buildings appropriate to their competence and the limitations of their registration or under the supervision of another appropriately licensed RBI. The building types reflect those identified within the Building Regulations 2010 (as amended) and the Approved Documents and as set out by the BSR.

The job purpose is to undertake technical assessments of submitted information and through site inspections to establish whether relevant duty holders are demonstrating compliance with the building regulations (on Band A-F building types). They must make decisions on those assessments, using skill, knowledge, experience and behaviour that would have been gained through qualifications and practical experience, to effectively deliver the Building Control function and help ensure the safety of persons in and around buildings.

Class 2 RBI's will also work under supervision on buildings outside their licence scope at the direction of their manager who will work support further development of skills and experience should the individual wish to extend their licence scope.

The role includes the assessment of dangerous structures and implementing immediate remedial works in collaboration with their manager. Where appropriate and within limits of competence to provide supervision and management of the work of others within the Building Control sections management framework, e.g. trainees/assistants not having the appropriate band of competence.

## Key responsibilities and activities

The registration scheme for this class as set by the BSR is:

### Class 2 category A-F work unsupervised

- Category A, a residential dwelling house for a single household, less than 7.5m in height
  - Category B, residential flats and dwelling houses, less than 11m in height
  - Category C, residential flats and dwelling houses, 11m or more but less than 18m in height
  - Category D, all building types and uses, less than 7.5m in height
  - Category E, all building types, 7.5m or more but less than 11m in height
  - Category F, all building types 11m or more but less than 18m in height
1. To advise the council on issuing decision notices and completion certificates to ensure it meets its statutory function required by the Building Act 1984 and meet the requirements set out by the BSR. Be the responsible officer concerning decisions about compliance with the Building Regulations in relation to category A–F and being within the limits of the post holder’s competence.
  2. Based on validated competence, work unsupervised and manage a portfolio of Band A-F development sites (including new applications, regularisation and reversion applications) from commencement to completion.
  3. To examine deposited plans for compliance with the Building Regulations within their competency / registration level. Undertake all necessary negotiations with applicants/agents, other operational delivery teams and statutory bodies, and secure compliance and process to Decision Notice.
  4. To inspect work on site within their competency / registration level at various statutory stages and carry out other checks as necessary to ensure compliance with the Building Regulations.
  5. To maintain proper records and work in accordance with the ISO9001 systems/procedures and the within the operational standard rules set by the BSR.
  6. Work under supervision on category G-H buildings with appropriate due care and diligence and at the direction of the appropriately licensed inspector responsible for the project.
  7. Investigate and process notifications of dangerous structures and support the out of hours dangerous structures service.
  8. To investigate complaints and unauthorised work. Then undertake resolution negotiation and arrangement of regularisation applications where appropriate, drafting of Notices to open or remove work and finally preparation of proof of evidence and giving evidence in court in the event of prosecution.
  9. To advise and assist the public, architects, builders, other professionals, other Council departments/directorates and consult with other statutory authorities on all matters of construction and the Building Regulations.
  10. To assess the value of proposed building works as shown on submitted plans and calculate and negotiate fees in accordance with the Building (Local Authority Charges) Regulations 2010.
  11. To process Demolition Notices, setting and ensuring compliance with conditions to leave sites, buildings and adjoining property in a safe condition and ensure compliance with these.
  12. Contribute to the continued registration to ISO 9001

13. Actively pursue personal development of skills, knowledge and competency necessary for effective performance in the role, for the team, service and authority and maintenance of license with the BSR.
14. Understand the vision, values and strategic priorities of the Council so that Officers are engaged and motivated to deliver the Council's strategic and service priorities and objectives.
15. To positively contribute to a strong, efficient and effective performance culture with a focus on service excellence and customer satisfaction.
16. Support and provide technical advice at safety advisory group meetings and where applicable, safety at sports grounds groups.