

Person specification
Trainee Building Inspector
Band 4 (Career Pathway to Band 6 once licensed and
qualified, to Class 2 Domestic Inspector Level)

Criteria	Attributes	Method of assessment
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Interest in pursuing a career in building control • Good working knowledge of IT such as Microsoft packages or equivalent • Able to plan and organise own workload, taking responsibility for delivery of tasks • Ability to use initiative to find information from other sources in order to resolve a problem or situation • Knowledge and understanding of the principles of excellent customer service • Awareness of equality and diversity <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of confidentiality and data protection requirements in the workplace • Awareness of own personal responsibility for health and safety 	Interview, application and documentary evidence
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Ability to prioritise workloads and evidence good time management skills • Understands customer needs and has an awareness of excellent customer service <p>Desirable</p> <ul style="list-style-type: none"> • Working with a range of people in a variety of settings 	Application and interview

Skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> • Good verbal and written communication skills • Competence to build positive relationships, gather views and experiences • Aptitude to record and present information in a variety of formats • A range of good ICT skills including efficient keyboard use to produce own correspondence, email management, data input and use of relevant office programmes and software • Demonstrates the set of values and behaviours of the organisation • Deals with enquiries in an efficient and effective manner • Ability to work to deadlines • Ability to work effectively as part of a team but also able to use own initiative • Ability to demonstrate attention to detail • Ability to work on your own initiative with minimal supervision within limits of competence <p>Desirable</p> <ul style="list-style-type: none"> • Working towards registration with the Building Safety Regulator as a Class 1 building inspector 	<p>Application, interview and test</p>
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • A minimum of three A-levels at grade C or higher • or • A qualification at Level 3 S/NVQ in construction or a related discipline • or • Three years relevant or related discipline experience 	<p>Documentary evidence</p>

	<ul style="list-style-type: none"> • Commitment to study and learn outside of work <p>Desirable</p> <ul style="list-style-type: none"> • Working towards or educated to degree level in a relevant construction subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level. • Associate member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement. 	
Other	<ul style="list-style-type: none"> • Post requires unaccompanied site visits and use of a car • Ability to travel to other sites/office locations and to attend training • Ability to demonstrate self-motivation and a commitment to personal development • Willingness to develop knowledge and understanding of the services provided by the council 	

Date: June 2024