

ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

SERVICE GROUP: ECONOMY AND PLACE

POST NUMBER: PL000000020

SERVICE: BUILDING CONTROL

LOCATION: Number One Riverside

Job Title: Building Control Officer

Grade: 8

Accountable to: Building Control Head of Service

Accountable for: (Assistant) Building Inspectors
Trainee Building Inspectors

Hours of Duty: 37 hours per week in accordance with the Authority's Work Life Balance Scheme subject to the service requirements.

Special Conditions of Service: To acquire and maintain Class 2 (A – F) Registered Building Inspector (RBI) registration from the Building Safety Regulator (BSR)

To comply at all times with the HSE's (BSR) Code of Conduct for Registered Building Inspectors

To demonstrate and maintain the skills, behaviours, knowledge, qualifications, and accountabilities as stated in the HSE (BSR) Building Inspector Competency Framework (BICoF)

To maintain and demonstrate competence levels commensurate with their RBI status in accordance with the HSE (BSR) Building Inspector Competency Framework (BICoF) in relation to:

- Law
- Technology
- Building Services
- Functions & Activities
- Plans Assessment and Enforcement
- Inspection and Enforcement
- Management And Core Skills

- **Safety Management**
- **Ethics**

Required to work out-of-hours as part of the services Dangerous Building special stand-by scheme, which will be compensated for in accordance with local conditions of service.

Casual User Car Allowance.

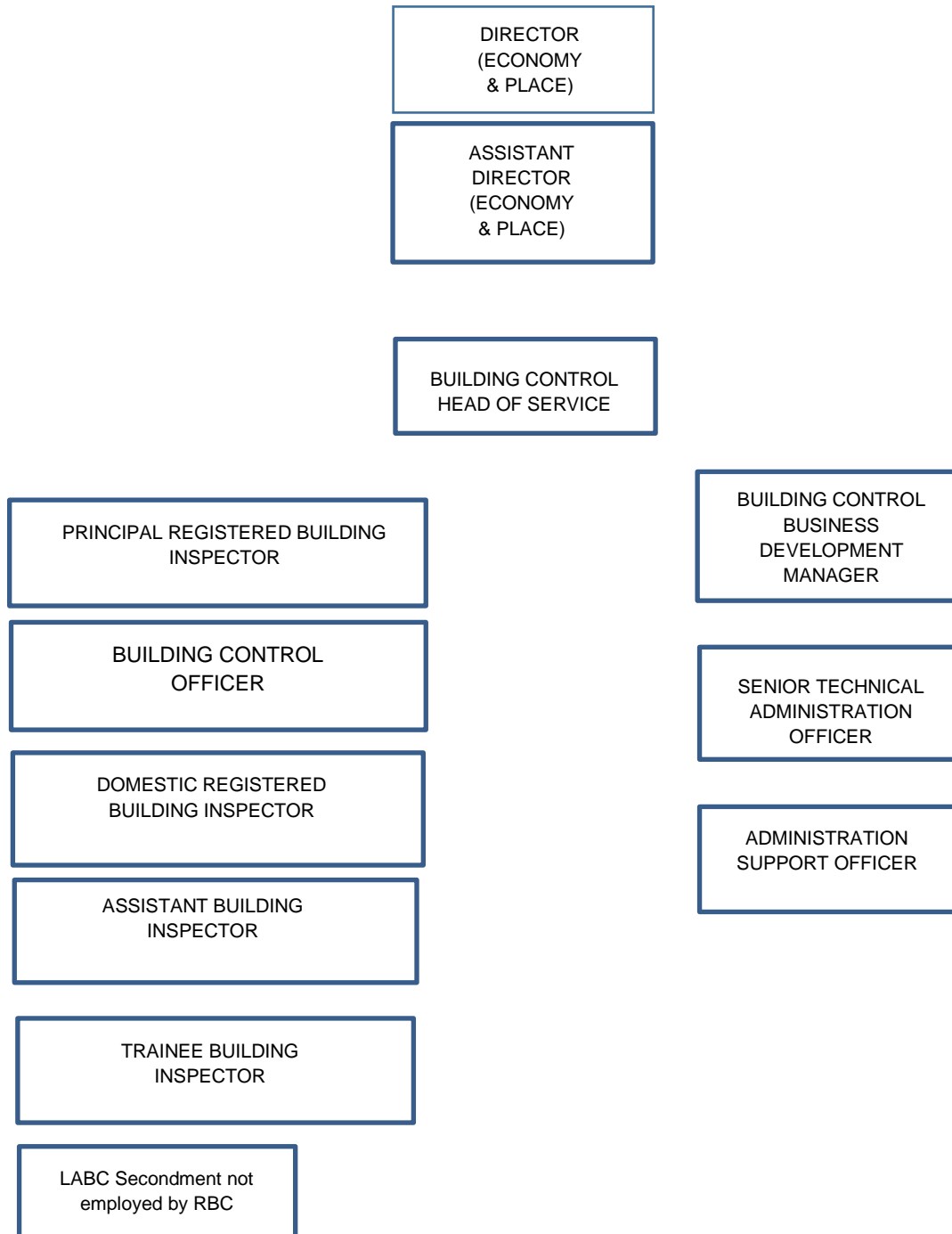
Payment of professional fees

The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is not Politically Restricted in accordance with the current regulations (delete as appropriate)

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To assist developers, contractors and homeowners achieve appropriate outcomes as specified in the Building Act 1984, The Building Safety Act 2022, associated building regulations and other relevant legislation, through the analysis of building plans and associated technical data submitted to the local authority for building regulation approval. To act as 'technical experts' in relation to building regulation matters whilst also holding sufficient knowledge of other council services where cross cutting issues arise, particularly with respect to development management, debt recovery and legal processes, to guide and assist customers.

To process applications within statutory and service performance targets and risk assess inspection requirements, undertaking appropriate site inspections within financial limitations to assess compliance with the building regulations. Be responsible for the enforcement of building regulations at all times, including prosecution and Court appearances when necessary.

To respond in a timely manner to dangerous building reports and undertake prompt inspections to risk assess dangerous structures with respect to public safety. Authorise immediate emergency works if necessary. To inspect certain dilapidated buildings and buildings open to access and determine schedules of work, serve notice or authorise security work as appropriate.

To act with financial awareness at all times and Implement the Council's policies whilst performing at a level described in the service skills framework so that the Council's aims, priorities and service performance targets are delivered.

CONTROL OF RESOURCES

- Personnel:** Be responsible for the supervision and development Trainee Building Inspectors and provide expertise and guidance to the Technical Administration Officers.
- Financial:** Be responsible for the risk assessment and resource requirements of projects to determine appropriate building regulation fees. Responsible for assessing and approving Contractors invoices related to work on dangerous, dilapidated or open to access buildings and debt recovery procedures. Responsible for ensuring that time allocated to projects is within the financial limitations of the charges allocated for the work and responsible for accurately recording resources associated with prosecution cases.
- Equipment/Materials:** Responsible for the safe, efficient and effective use of equipment and materials used by the post holder

Health/Safety/Welfare:	Responsible for the health, safety and welfare of self and others in accordance with Service and Council Policy Statements.
Equality and Diversity:	To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.
Training and Development:	The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the HSE's (BSR) BICOF and OSR requirements and the Council's Performance Management Framework.
Relationships (Internal and External):	<p>Internal</p> <ul style="list-style-type: none"> • Colleagues and other staff within the Service Group • Relevant officers in other Services. • Council Members <p>External</p> <ul style="list-style-type: none"> • The Building Safety Regulator (BSR) • Members of the public • Private professional and technical personnel (including builders and developers) • Officers of other local authorities, Government Departments, statutory undertakers and other public agencies • Council members • Members of Parliament • Stadium safety team (as required)

RESPONSIBILITIES

The postholder must:

Acquire and maintain Registered Building Inspector Class 2 (A – F) registration from the BSR

Only undertake Restricted Activities and Functions as defined in The Building (Restricted Activities & Functions) (England) Regulations 2023, as required

Act in accordance with the HSE (BSR) Building Inspector Code of Conduct and Operational Standards Rules

Act at all times in a manner appropriate to an officer of the Council.

Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.

Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

VALUES AND BEHAVIOURS

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

PRINCIPAL DUTIES

1. To analyse building design plans and associated technical data, within statutory and service performance time limits, to identify compliance gaps with respect to the building regulations and associated legislation in force at any given time. Communicate compliance issues formally and promptly and to customers with associated solutions for compliance if appropriate.
2. Use the service database and software applications in the undertaking of duties in accordance with service policies.
3. To risk assess project inspection requirements within financial constraints and undertake site inspections of work in progress efficiently and safely to assess evidence of compliance with building regulations and report any obvious Planning breaches to the Development Management Enforcement Officers. Carry out any tests or investigations necessary recording all relevant information in the service database.
4. Report any obvious serious breaches of health and safety on construction sites to the Health and Safety Executive if considered appropriate.
5. Ensure that work carried under Building Notice applications is carefully analysed and documented so that the scope and key areas of compliance are clear.
6. To study and analyse building regulation Approved Documents and associated standards and other publications to be sufficiently competent to undertake the principal duties as described in the competency framework.
7. To give accurate technical and procedural advice on the provisions of the Building Regulations and associated legislation to members of the public, private professional and technical personnel (including builders and developers) and other staff of the Service and Council.
8. To inspect and risk assess dangerous structures authorising emergency work if necessary. Serve appropriate notices or apply for a Court Order when necessary.
9. To supervise, mentor and assist with the development of
 - (Class 1) Trainee Building Inspectors
 - (Class 2A) Building Inspectors
 - School/work placementsand provide expertise and guidance to the Business Support Officers as required
10. To co-ordinate with other sections in the Council to provide an appropriate and effective approach to dilapidated buildings and buildings open to access.

11. To investigate complaints/enquiries, carry out surveys, inspections and prepare schedules of work under section 79 of the Building Act 1984.(Ruinous & Dilapidated Structures)
12. To prepare and serve statutory notices and other legal documents in accordance with relevant legal requirements.
13. To collect evidence, prepare reports/statements and attend Court in connection with the duties above, as necessary.
14. To carry out negotiations with all relevant bodies.
15. To work with officers and other Sections/Divisions and Departments as necessary concerning matters for which the postholder is responsible.
16. To maintain files and records relating to investigations into complaints/enquiries and enforcement proceedings, both manual and computerised.
17. To maintain all pertinent records and activities and time recording for administrative, statistical returns and professional purposes.
18. To advise members of the public and Members of the Council on the progress and actions related to specific enforcement issues.

SECONDARY DUTIES

1. To write reports and be responsible for all correspondence concerning the work of the postholder.
2. To work with and liaise with officers of other Teams/Sections/Divisions and Departments concerning services and projects involving the work of the Building Control Service.
3. To assist the team in its enforcement of General Safety Certification at designated sportsgrounds
3. To be concerned with and assist in the maintenance, updating and improvement of manual and computer based information and record systems held and used in connection with the work of the Building Control Service.
4. To participate in in-service training (both as a trainer and a trainee) to ensure staff in the Service are adequately trained.
5. As required, to represent the Building Control Service or Planning and Regulation Service or Council at Council meetings, public meetings, working groups and other meetings in connection with the services or projects for which the postholder is responsible or concerned.
6. To provide relief cover for other members of the Building Control Service to ensure, as far as possible, continuity in the absence of other Service members.

7. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Building Control Manager in consultation with the postholder and, if she/he wishes, with his/her trade union representative.

COMPETENCIES

To demonstrate and maintain the relevant competency levels as designated within The HSE Building Inspector Competency Framework (BICoF) and as required under the Operational Standards Rules (OSR)

ATTACHMENTS

- HSE Building Inspector Professional Code of Conduct
- HSE Building Inspector Competency Framework (BICoF)
- HSE Operational Standards Rules (OSR)

Job Description prepared by: Dane Wright Building Control Head of Service
Date: 22.08.2025

Agreed by Post holder:

Date:

Manager:

Date:

Head of Service:

Date:

**Rochdale Borough Council
Person Specification**

Service :	ECONOMY DIRECTORATE	Post:	BUILDING CONTROL OFFICER
Section :	BUILDING CONTROL	Post Number :	PL000000020
Job Ref:	R52665	Grade:	GRADE 8

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Hold Registered Building Inspector Class 2 (A – F) registration, issued by the Building Safety Regulator	E	AF
2 Be capable of visiting building sites to participate in unsupervised site inspection/building regulation compliance work, including the ability to work at height (e.g. climbing ladders/scaffolds/staircases) and work within confined spaces (e.g. within roof voids)	E	AF/I
3 Be willing and able to work outside normal office hours as deemed necessary to suit the needs of the service.	E	I
4 Willing and able to travel independently throughout the borough	E	AF
(b) Qualifications and Experience		
1 Hold Registered Building Inspector Class 2 (A – F) registration, issued by the Building Safety Regulator	E	AF
2 Hold a HNC/HND (or equivalent) in a construction related discipline	E	AF
3 Be able to detail your previous employment or work placement within public sector Building Control industry in the last 2 years	E	I
4 Hold a full membership of a recognised construction related professional body (e.g. RICS/MCABE/CIOB)	D	AF
5 Possess a degree in public sector Building Control	D	AF
(c) Skills and Knowledge		
1 You must be able to demonstrate your proven knowledge of traditional, modern and sustainable construction techniques and practices standards, regulatory requirements and codes of practice.	E	I

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(c) Skills and Knowledge (continued)			
2	You must be able to demonstrate that you have competencies commensurate with those described in the HSE Building Inspector Competency Framework (BICoF)	E	I
3	Please detail your knowledge and implementation of health and safety requirements applicable to construction sites	E	I
4	Please detail your ability to interpret physical 2D plan information as 3D mental construction images at plan check stage and on site and assess for build compliance	E	I
5	Please detail your full understanding and experience of dealing with dangerous structure, dilapidated structure and demolition of structure processes and procedures	E	I
6	Please detail your understanding of the service's role in enforcing general safety certification at sportsgrounds	D	I
7	Please detail your demonstrable knowledge of main legislation relating to the building regulations and building control in general	D	I
8	Are you computer literate and able to use MS Office software and ability to input and retrieve information using databases	E	I
9	Please describe your full understanding of Building Control's main purpose and core business	E	I
10	Please describe your experience of producing & presenting information in a clear and logical manner	E	AF/I
11	Please describe your demonstrable ability to work independently and as part of a team	E	AF/I
12	Please describe your ability to prioritise and organise work	E	I
13	Please describe your ability to develop, maintain and extract information from electronic and manual filing systems	E	AF/I
14	Please describe your ability to use, test and calibrate field equipment for testing and compliance purposes	D	AF/I
(d) Behaviours and Values			
1	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach 	E	AF/I

Please confirm you are willing to adhere to these values and behaviours.		
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