

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Registered Building Inspector (RBI)	Grade: SO1 – PO2
Section: Building Control	Directorate: Growth and Place Directorate
Responsible to following manager: Building Control Team Manager/Head of Building Control	Responsible for following staff: N/A
Post Number/s:	Last review date: April 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

The primary aim of the Building Control Service is to protect people in and round buildings; securing the health, safety, welfare and convenience of persons; conservation of fuel and power; preventing waste, crime, undue consumption, misuse or contamination of water; and protection or enhancement of the environment by enforcing the requirements of the Building Regulations and relevant legislations within the statutory time frame and to deliver high quality, robust and transparent services to the public and the applicant.

Individual must be registered at Class One, Two or Three with the Building Safety Regulator (BSR) to carry out restricted functions defined in law as assessing plans, inspections and giving advice to the Council. Management must also be registered at Class 4.

RBI and Building Control Bodies are regulated by BSR with power to impose sanctions including fines and removal of RBI from the register and therefore, the RBI will act as a professional specialist/expert at the appropriate Class in accordance with the code of conduct and the building inspector competence framework providing definitive professional advice for the Council, creating and applying best practice and delivering successful outcomes with integrity in the best interest of the public.

Specific Duties and Responsibilities

- 1. Responsible for ensuring compliance with the Building Act (as amended).**
- 2. Responsible for ensuring compliance with the Building Regulations (as amended) for a range of varying types of building work but within the limitations of RBI registration class.**
- 3. To process and monitor building control applications and where relevant request further information in accordance with the law and guidance.**
- 4. Send relevant documents to the Applicant in to satisfy RBI's code of conduct.**
- 5. To assess, calculate and monitor application fees.**
- 6. To deal with notices of intended demolition under the provisions of the Building Act 1984. Preparing the Council's counter notice and inspecting work in progress to ensure compliance with terms of the Notice. Co-ordinating the response of other Council departments to intended demolitions in accordance with Delegated Powers.**

- 7. To deal with temporary structure applications in accordance with the Building Act including site inspections and issuing revelation licence/notice.**
- 8. Monitor existing temporary structure licences including fees and were necessary to inspect and renew licence.**
- 9. To examine and grant, reject or pass with requirements, plans deposited under the provisions of the Building Regulations and allied legislation subject to assessment by senior staff within the section. Include examining Building Notices.**
- 10. To carry out statutory consultation with Thames Water in accordance with Part H4 to schedule 1 and Regulation 15 of the Building Regulations.**
- 11. To carry out statutory consultation with Fire and Rescue Services in accordance with Regulations 15 of the Building Regulations and Regulatory Reform (Fire Safety) Order.**
- 12. To prepare reports and official notices including compliances and stop notices.**
- 13. To prepare detailed schedule of requirements and liaise with professional bodies to ensure compliances with the building regulations.**
- 14. To inspect new buildings, extensions, material alterations, material changes of use to premises and the installation of controlled fittings and services – all in accordance with the Council’s Building Control Policy.**
- 15. Detailed inspection notes to be recorded in accordance with BSR framework and to be made available for audit.**
- 16. To deal with initial notices, plans certificates and final certificates including carrying out audit checks on the Registered Building Control Approvers before determining the outcome.**
- 17. The enforcement of contraventions of building regulations including rectification of contravening site works.**
- 18. Undertake mandatory CPD to comply with code of conduct and other professional associations requirements.**
- 19. To keep up-to-date with (a) current practice and materials, and (b) all legislation, Orders, Circulars and advice concerning the Council’s obligations under the Building Act 1984 and other legislation relating to the Building Regulations.**

- 20. Liaises with other Council departments and services and gives advice and direction as required.**
- 21. Responsible for implementation of policy for securing compliance with the relevant legislation including the preparation of Notices, documents and reports together with attendance at court on behalf of the Council as a witness.**
- 22. Attend dangerous structures during working hours and follow through until the danger is removed. To liaise with relevant authorities including emergency services. Prepare report and advise on fees.**
- 23. Where required, to addend out of hour dangerous structures call outs and be available throughout the night when on the rota.**
- 24. Undertake inspections and plan checking to work across both boroughs of Richmond and Wandsworth when and where required.**
- 25. Keep invoice/financial logs of work undertaken for the BSR or cross boundary applications.**
- 26. Answer complaints and councillor enquires where required or provide information to the Building Control manager.**
- 27. Provide support to the technical support team when and where required.**
- 28. The inspection of site works associated with the applications submitted.**
- 29. The enforcement of contraventions of building control legislation including rectification of contravening site works.**
- 30. Ensures that proper records are kept and maintained including computer records.**
- 31. Undertake inspections and plan checking to work across both boroughs of Richmond and Wandsworth when and where required.**
- 32. Keep invoice/financial logs of work undertaken for the BSR or cross boundary applications.**
- 33. Provide support to the technical support team when and where required.**
- 34. Allocation of time will be 80% in Wandsworth and 20% in Richmond.**

Progression criteria to grade SO1-PO2

35. Be registered with the Building Safety regulator at Class 2. Any Class 1 Inspectors will start off at the bottom of the scale as an incentive to be registered at Class 2.
 36. A degree or professional qualification in Building Control, Construction, Civil Engineering, or a related field.
 37. Be registered with a professional body such as the RICS, MCIQB, CABE as a graduate member or similar. To move up the scale full membership of professional bodies is essential.
 38. To bring to the attention of the Building Control Team Manager reports on dangerous structures, including recommendations for action.
 39. Instigates and progress enforcement and/or regularisations and see the work through to a satisfactory completion under the direction of Class 3 RBIs. Preparation of evidence and appearance at inquiries for court/tribunal.
 40. On request, to provide services to the Building Safety Regulator to deal with matters relating to Higher-Risk Building applications. Currently works are limited to internal alternations to flats and Category B works.
 41. Pay scale progression will increase depending on Building Inspector registration Category:
 42. Deal with the BSR where competent on applications specific to your classification.
 - Category A, residential dwelling houses (single household) under 7.5m
 - category B, residential flats and dwelling houses under 11m
 - category C, residential flats and dwelling houses, over 11m but under 18m and permissible
 - work to existing higher-risk buildings (HRBs)
 - category D, all building types (including residential) under 7.5m
 - category E, all building types (including residential) over 7.5m but under 11m
 - category F, all building types (including residential) over 11m but under 18m and permissible work to existing HRBs.
- SO1 Class 1 Dwellings less than 7.5m.
- SO2- Class 2A Dwellings less than 7.5m.
- PO1- Class 2B Dwellings less than 11m and Class 2C Dwellings less between 11 and 18m.

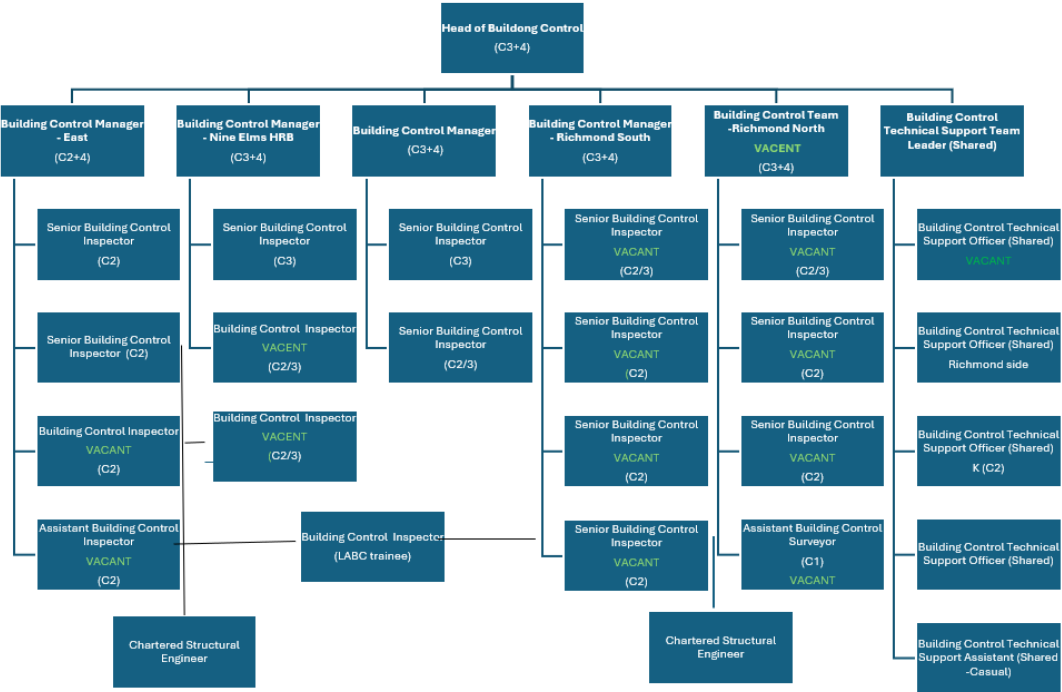
- **PO2 Class 2D+ (A,B,C) Other building types, floor height less than 7.5m plus dwellings.**
- **Note: New Job description for PO3-PO6, Class 2E+ (A,B,C,D) Other building types, floor height up to 11m plus domestic. And Class 2F+ (A,B,C,D,E) Other building types, floor height 11m -18m plus domestic. Based on experience and extended qualifications.**

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
To be aware of Building Control service delivery standards.	I		
To be conversant with the requirements of the Building Acts and Regulations and associated legislation.	I		
Ability to demonstrate an understanding of why Health and Safety is important in employment and service delivery.		I+A	
Experience	Essential	Desirable	Assessed
Can assess a range of building regulation applications.		I+A	
Worked on past BSR projects and can evidence this (where required).		I+A	
Significant experience of using standard IT packages and ability to support others in their day-to-day use.		I	
Proven working experience in Building Control.	I+A		
Ability to work with minimum supervision, organising daily work programmes, including plans examination work to meet statutory deadlines.	I+A		
Skills	Essential	Desirable	Assessed
Ability to communicate courteously and clearly with members of the public and an understanding of customer care.		I	
An understanding of current technical issues affecting the statutory control of building works.		I	

Can work effectively as a member of a team, co-operating with other team members.		I	
Qualifications	Essential	Desirable	Assessed
Passed the associated classification with BSR (where appropriate).	I+A		
Surveyors, Institution of Structural Engineers, Chartered Institute of Building or equivalent.		I+A	
Hold a degree in Building Control Surveying or equivalent and working towards full corporate membership of the Royal Institute of Chartered.		C	

A – Application form / CV

I – Interview

T – Test

C - Certificate