



Role Description and Employee Specification

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| Job Title: | Senior/Registered Building Inspector | Location: | Witney |
| Department: | Planning | Directorate: | Governance and Regulatory Services |
| Reports to: | Andrew Jones | Working Hours: | 37 hrs per week |
| Salary: | £44,066 - £45,397 | Peer Group: | PG13 |
| Business World Post Number: | 100696 | Job Group: | Level 2 Specialist |
| Contract Type: | Permanent | Direct Reports: | N/a |

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| Overall purpose of the Post: | <p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • Provide technical expertise, advice and direction to internal and external customers when solving problems or managing risks. Supervision and mentoring less experienced members of the team. • Apply a high level of expert knowledge within a technical area of expertise and manage sensitive, open ended and complex cases or project-based work |
| Key Tasks and Responsibilities: | <p>The key tasks and responsibilities include:</p> <ul style="list-style-type: none"> • Able to carry out site inspections on complex domestic and commercial works. • Plan appraisal of all elements of domestic and commercial works (non HRB) with no supervision. • Be responsible for analysis of information, decision making, ensuring all record keeping and report writing is up to date. • Responsible for the supervising and mentoring relevant staff. • Identifying non-compliance and taking appropriate action to secure compliance • Providing competent advice to duty holders • Acting within and maintain own competence • Identify and report conflicts of interest for appropriate action • Undertaking all work in compliance with the Code of Conduct <p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder. The post-holder will be required to undertake duties commensurate to the grade of this position.</p> |
| Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience: | <ul style="list-style-type: none"> • The Surveyor will be a Registered Building Inspector minimum Class 2A wishing to progress to Class 2A-F • A qualification in your area of expertise, equivalent to a degree • Five years' experience preferable • GCSE Maths and English or equivalent to grade C/4 or higher |

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| | <ul style="list-style-type: none"> • Experience of working flexibly as part of a team and collaborating with colleagues and stakeholders • Experience of being involved in continuously improving services and developing products to meet customer need • Ability to remain calm and confident when dealing with challenging customers and environments • Ability to resolve complex issues by negotiation • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google • Use detailed, technical knowledge within the subject matter to objectively analyse situations and make decisions that meet the needs of all stakeholders with limited guidance and direction • Working in a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard • Be responsible for small projects or input into large projects • Maintain a detailed understanding of appropriate legislation, policy, procedure and guidelines and make informed assessments, advise stakeholders and take action • Ability to interpret and find solutions to ambiguous and partial information • Play an integral role in innovating products and continuously improving services • Act as a lead technical advisor within the relevant service area • Mentor and train colleagues • Carry out duties with discretion, integrity and maintain confidentiality • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Ensure that issues and problems are effectively mitigated and solutions developed which meet customer needs • Ensure all relevant customer and company information is captured and recorded accurately • Understand and demonstrate commitment in delivering the key performance indicators within the function • Provide technical expertise, advice and direction to internal and external customers when solving problems or managing risks • Apply a high level of expert knowledge within a technical area of expertise and manage sensitive, open ended and complex case or project-based work |
| Desirable Requirements Qualifications, Skills and Abilities: | <ul style="list-style-type: none"> • The surveyor will be a Registered Building Inspector Class 2A-F |
| General Accountabilities: | <p>The purpose of this role is to:</p> <ul style="list-style-type: none"> • Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. • To support the response to a major incident, including taking up a designated role within the emergency management framework. • To support the Chief Executive/Returning Officer in administering election responsibilities |

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| Special Conditions: | <ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence is essential • Ability to travel / access to a vehicle for work purposes | | |
| Date Reviewed: | 24/12/25 | Reviewed By: | Andrew Jones |
| Checked by HRBP | Kathryn Dowell | Date of Issue: | 9/01/2026 |