

Information pack for the post of
Registered Building Inspector
Job reference number 1307
Closing date: Friday 10 July 2026 (noon)
Interview date: To be confirmed

Guidance on completing the application form.

Please ensure all sections of the application form are complete.

Before filling in your application form, please read the job description carefully. This outlines the duties to be performed, the person specification will outline the skills, abilities and qualifications required of the postholder. You will need to demonstrate that you meet the requirements of the job description, (or at least have the potential to do so), in order to be shortlisted for an interview.

Please note, when copying and pasting text into the online application form the formatting may change, so please check before submitting.

We understand that some applicants may use artificial intelligence (AI) tools to assist with preparing their applications. All submitted information, whether supported by AI or not, must accurately reflect the applicant's own skills, experience, and qualifications. Recruitment decisions will be based on how well applicants demonstrate these attributes during the interview and selection process.

Disclosure and Barring Service (DBS)

Some posts may be subject to a basic or an enhanced DBS check. This will be stated in the advertisement, Job Description or Person Specification. Further information about this check can be obtained from the following website:
www.gov.uk/disclosure-barring-service-check

Politically Restricted Post

Some posts may be politically restricted which means Under the Local Government and Housing Act 1989 some posts will be disqualified from being a Councillor, Member of Parliament or Member of the European Parliament. The regulations restrict you from undertaking:

- Candidature for election
- Holding office in a political party
- Canvassing at elections
- Speaking or writing publicly on matters of party political controversy.

Additional Clearance

Some posts may at any time be required to undertake additional clearance or checks.

These may be required in order to comply with a request from a Government body or as a result of a statutory requirement and may include some form of criminal record check.

Referees

References must cover the last 3 years together with a reasonable account of any significant periods (6 months or more) of time spent abroad.

Ensure that the names of referees that you supply relate to people who you know in a professional capacity. Ideally, at least one referee should be your current manager or college tutor. Previous managers or tutors can also be named, but where possible, you should avoid providing names of colleagues or friends as referees.

Your referees will be asked to supply information regarding your professional and technical ability, your character and personality, and your timekeeping and reliability. They will also be asked for information regarding your general health and absences on the grounds of sickness over the last two years.

Evidence of information provided in your application form

Successful candidates will be required to provide documentary evidence of the qualifications required to do the job. We reserve the right to verify any information given on the application form and failure to provide such evidence will result in the offer being withdrawn or in dismissal.

Equality and diversity

Spelthorne Borough Council is committed to equality of opportunity for all in relation to the services and functions it carries out and in the employment practices it follows. As a responsible employer, the Council will conduct its affairs in a manner which will not unlawfully and unjustifiably cause disadvantage to any employee or job applicant on the following grounds: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief or marriage and civil partnership.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

Complaints about equality and race equality issues will be dealt with promptly and seriously. Please refer to our website for further information.

Eligibility to work in the UK

The Asylum and Immigration Act makes it a criminal offence for employers to recruit staff who are not entitled to work in the UK. Therefore any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

What happens after I submit in my application?

The shortlisting panel will look at your application form after the closing date to see how well your skills, experience and knowledge meet the requirements of the job set out in the person specification. Candidates who are shortlisted for interview will be advised of the arrangements.

Telephone **01784 444263** or e-mail recruitment@spelthorne.gov.uk with any queries.

You are also able to apply online using www.surreyjobs.info

surreyjobs.info
A revolution for Public Sector jobs in Surrey
www.spelthorne.gov.uk





Advert

Registered Building Inspector (minimum Class 2A)

Salary £45,701 – £67,884 plus essential user car allowance

Full time, 36 Hours

We are inviting applications from enthusiastic and qualified individuals to join our small but experienced Building Control team. You are required to be qualified to a minimum of Class 2A Registered Building Inspector and be a corporate member of RICS/CABE (or equivalent).

The successful candidate will be responsible for undertaking all general Building Control duties including the checking of plans and carrying out site inspections within the borough to ensure compliance with all regulatory requirements; dealing with dangerous structures within the borough; and ensuring the use of the Council's enforcement powers under the terms of the Building Act and Building Safety Act. You will report to the Principal Registered Building Inspector/ Principal Building Control Surveyor.

As a member of the Spelthorne team, you will be expected to have not only an in-depth knowledge of construction but also all allied legislation relating to Building Control matters. You will be able to work under your own initiative and be committed to providing a first-class level of service to our customers. In order to fulfil the duties associated with the post you will be required to hold a full and current driving license and have access to a suitable vehicle for work purposes.

This post is identified as a hybrid post supporting both office and home working in line with Spelthorne Borough Council's policy. The post holder will be required to attend the office in line with a rota and any service requirements.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for customer facing posts. These posts fall within the scope of the Code of Practice on English language requirement for public sector workers. The Council, therefore, has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. If you have any queries or would like to discuss this further, please contact Human Resources.

Please note that as part of the employment checks, this post has an essential car user allowance attached to it. A valid driving licence, and access to a vehicle insured for business use will be required.

Spelthorne Borough Council use the Microsoft Authenticator app as a secure way of accessing our network. Successful candidates will be required to use their own mobile device to download and use Authenticator.

For further details of the post please call our Principal Building Control Surveyor, Donna Powell, on 01784 446210.

In return, we can offer excellent conditions of service with a benefits' package that includes flexible working hours, pension scheme and at least 23 days' paid leave per year (pro rata for part time).

Closing date: 10 July (noon)

Interview date: To be confirmed

To apply please use the 'apply online' button below.

CVs can only be accepted in support of a completed application form.

Unfortunately, we are unable to reply to all candidates. If we have not contacted, you within 3 weeks of the closing date then your application has been unsuccessful. All shortlisted applicants will be contacted via email after the closing date.

Local Government Reorganisation (LGR)

Spelthorne Borough Council is undergoing Local Government Reorganisation, moving from a two-tier system to two new unitary councils in April 2027. Please see more information here [Local government in Surrey is changing | Spelthorne Borough Council](#)

Working towards equal opportunities

Strictly No Agencies

Job Description

Date Prepared:	03 June 2026
Post Title:	Registered Building Inspector Class 2A
Post Number:	2280
Grade:	M2/SM2
Directorate:	Place, Protection & Prosperity
Section Head:	Heather Morgan
Report To:	Principal Registered Building Inspector/ Principal Building Control Surveyor
General Duties:	To assist in the operation of the Council's building control functions and ensure compliance with the requirements of the Building Safety Act 2022.
Essential Requirements:	<p>Registered Building Inspector min. Class 2A and a corporate member of an appropriate professional body, e.g. RICS or CABE, with experience and ongoing professional competence as required by the Building Safety Regulator.</p> <p>A strong interest in building control, service improvement, and personal development.</p> <p>A full UK driver's licence is essential, along with excellent communication, customer care skills, and experience handling various Building Regulations applications and legal proceedings. Be organised, able to prioritise work, and work independently.</p>
General Responsibilities:	<p>Equal Opportunities:</p> <p>The Council is committed to achieving equality of opportunity and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.</p>

GDPR:

The council is committed to the principle of confidentiality and the requirements of the Data Protection Act and expects all employees to implement and promote its policies in all areas of their work including attending training as appropriate.

Health and Safety:

The Council is committed to providing a healthy and safe working environment and expects all employees to implement and promote policies in all areas of their work including attending training as appropriate.

Particular duties and responsibilities:

1. To undertake technical assessments/activities on minimum Class 2A and make decisions on those assessments to effectively deliver the Building Control function throughout the Council's jurisdiction and as part of any partnering or similar scheme, ensuring buildings comply with the relevant regulatory standards in terms of health, safety, sustainability, energy conservation, accessibility and design.
2. Provide professional advice and guidance on Building Control matters to internal customers and external customers within compliance of The Building Safety Act and carry out joint visits when necessary.
3. Contribute to implementing policies and strategies as needed, ensuring compliance with changing legislation and contributing to ongoing ISO 9001 registration.
4. Investigate matters, including contraventions and unauthorised works and initiate and undertake enforcement action, as necessary, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council's obligations under the Building Act 1984.
5. Develop enhanced links with customers and partners in order to promote the Service and better enable compliance with legislation.
6. Work in accordance with the Code of Conduct for Registered Building Inspectors, to comply with all decisions, policies and standing orders of the Council and all statutory requirements (e.g. The Equality Act, The Health and Safety at Work etc. Act and General Data Protection Regulation).
7. Undertake professional training and validation of competence at relevant levels and standards for professional status in accordance with the rules

set by one of the recognised Building Control professional bodies (e.g. Chartered Association of Building Engineers or Royal Institute of Chartered Surveyors) and to standards set by LABC and the Building Safety Regulator.

8. In the interests of public safety, respond to reports of dangerous structures.
9. To be able to react to and participate in the Borough's response to emergencies, civil or environmental demands.
10. Carry out such other duties as may be required by the Principal Registered Building Inspector/ Principal Building Control Surveyor appropriate to your skills and to a level of responsibility not exceeding the grade on which you are appointed. In accordance with the Equality Act any reasonable adjustments will be made to overcome any factor which puts a disabled employee or applicant at a disadvantage.

PERSON SPECIFICATION

POST: Registered Building Inspector
POST NUMBER: 2280

KEY JOB REQUIREMENTS	DESIRABLE/ ESSENTIAL	TESTING MECHANISM
1. SKILLS <ul style="list-style-type: none"> • Excellent communication skills • Computer literacy skills • Letter and report writing skills • General office skills (administration) 	Essential Essential Essential Essential	Interview (Int) Application (App) App/Interview App/Interview
2. EXPERIENCE <ul style="list-style-type: none"> • Experience working in Building Control, managing a caseload of minimum Class 2A buildings (including new applications, regularisations and when necessary, reversions). • Knowledge of Health and Safety • Experience in applying and enforcing building regulations • Experience of liaison with Fire Service • Experience of planning and organising own workload • Use of MS Office • Dealing with customers • Experience in dealing with dangerous structures 	Essential Essential Essential Essential Desirable Essential Essential	App/Interview App/interview App/interview App/Interview App/Interview Application App/Interview App/interview
3. KNOWLEDGE <ul style="list-style-type: none"> • Knowledge of Building Regulations, compliance with BCoF and the latest sustainable design and fire safety requirements 	Essential	Interview/Test
4. QUALIFICATIONS <ul style="list-style-type: none"> • Registered as RBI minimum Class 2A • MRICS/MCABE or equivalent • Degree in Building Control Surveying or equivalent 	Essential Essential Essential	Application Application Application
<ul style="list-style-type: none"> • Full driving licence 	Essential	Application

PERSON SPECIFICATION

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KEY JOB REQUIREMENTS	DESIRABLE/ ESSENTIAL	TESTING MECHANISM
5. PERSONAL QUALITIES <ul style="list-style-type: none"> • Good verbal communication • Commitment to excellence in customer care • Flexible and adaptable work style • Ability to work to deadlines • Ability to work with minimum supervision 	Essential Essential Essential Essential Essential	Interview Interview App/Interview App/Interview App/Interview