



Post Title: Building Control Officer
Grade: H

Job Purpose

To deliver high-quality building control services that support the Council's vision, values, and commitment to putting citizens first. The role involves assessing building regulation applications, conducting site inspections, and providing technical advice to ensure compliance with statutory requirements.

The Building Control Officer will maintain accurate records, support enforcement actions, and contribute to public safety through involvement in dangerous structures and demolitions. As an individual leader, the postholder will demonstrate creativity, collaboration, and a commitment to equality, diversity, and inclusion in all aspects of their work. They will stay current with legislation, promote sustainable construction practices, and uphold professional standards through ongoing development and registration with the Building Safety Regulator.

The role requires strong communication skills, technical competence, and the ability to work independently while contributing to a team-focused, citizen-centred service that reflects Nottingham City Council's priorities.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.



3. Assess Building Regulation Applications - Examine full plans, building notices, regularisation applications, and reversion notices to ensure compliance with Building Regulations.
4. Conduct Site Inspections - Undertake inspections at various construction stages to verify compliance with approved plans and statutory requirements.
5. Provide Technical Advice - Offer guidance to architects, builders, developers, and the public on Building Regulations, procedures, and charges.
6. Maintain Accurate Records - Keep detailed electronic records of inspections, decisions, and correspondence for audit and enforcement purposes.
7. Identify and Report Unauthorised Works - Investigate and document breaches of Building Regulations and assist in enforcement actions.
8. Support Dangerous Structures and Demolitions - Assist senior officers in inspecting and managing dangerous structures and demolition notifications.
9. Stay Current with Legislation - Keep up to date with changes in building legislation, construction methods, and materials.
10. Assist in Enforcement and Legal Action - Prepare reports and evidence for enforcement proceedings and legal actions when necessary.
11. Promote Public Safety and Accessibility - Ensure buildings meet standards for fire safety, energy conservation, and accessibility.
12. Maintain Professional Registration - Maintain registration with the Building Safety Regulator and complete required CPD hours annually.

Numbers and grades of any staff supervised by the post holder:

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All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

**Produced by Head of Development Management
Date 10th October 2025**



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AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
Technical Skills and Knowledge	Working knowledge of the Building Regulations and associated legislation.	✓	✓	
	Ability to assess plans and carry out site inspections for domestic and low-rise commercial buildings.	✓	✓	
	Understanding of construction methods, materials, and site safety.	✓	✓	
	Ability to interpret technical drawings and specifications.		✓	
	Strong written and verbal communication skills for reports and stakeholder engagement.	✓	✓	
	Basic understanding of enforcement procedures and legal frameworks.	✓	✓	
	IT proficiency in using building control software and mobile inspection tools.		✓	
	Ability to manage workload independently and meet statutory deadlines.	✓	✓	
	Customer service skills to support applicants and resolve queries.		✓	



	Awareness of accessibility, fire safety, and sustainability standards.		✓	
Qualification requirement	Minimum Level 4 or 5 qualification in Building Control, Construction, Surveying, or a related discipline (e.g. HNC/HND).			✓
	Holding registration with the Building Safety Regulator (Class 2A minimum)			✓
	Membership of a relevant professional body (e.g. CABE, RICS, CIOB) desirable.			✓
	Commitment to continuing professional development (CPD)		✓	
Work Related Issues	Physically able to gain access to most parts of a building during its construction or inspections		✓	
A - Application	AC – Assessment Centre	D – Documentary		