



Recruitment Information Pack

Registered Building Inspector Class 2A

Job Closing midnight, Thursday 19 November 2026

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Job Advert

Registered Building Inspector Class 2A

	Job Title:	Registered Building Inspector Class 2A
	Team / Department:	Building Control, Development
	Location:	Elizabeth House, Stratford-upon-Avon and Remote Working
	Employment Status:	Permanent
	Hours per week:	37
	Working Arrangements:	Hybrid Working
	Salary:	Grade F - £45,529 - £48,738 pa
About Us: <p>Based in the heart of Warwickshire, the beautiful district of Stratford-on-Avon is, without doubt, one of the most scenic and historical regions in the UK. Stratford-on-Avon District Council's headquarters are located in the heart of William Shakespeare's hometown. In the District, you will find thriving market towns, home to over 135,000 residents and a tourist destination for millions of visitors each year, from across the globe. We are proud to provide public services to residents, businesses and visitors across this magnificent region, making it a great place to live, work and visit.</p> <p>At the Council, our people are our superpower and by choosing to bring your talents to our organisation, you will be joining a great team where everyone feels that they truly belong, full of dedicated people all working with passion and purpose, across a dynamic portfolio of work providing high-quality services.</p> Benefits: <p>As part of our team, you will enjoy a comprehensive benefits package, including:</p> <p>Flexibility:</p> <ul style="list-style-type: none">• A minimum of 25 days of annual leave, plus Bank Holidays (pro-rata for part time posts)• Hybrid working arrangements with the flexibility to work from home for up to 60% of your hours (dependent upon the role)• Flexi-time scheme for a better work-life balance. <p>Lifestyle:</p> <ul style="list-style-type: none">• Health Cash Plan Scheme for medical and dental expenses.• Eye test voucher scheme• Everyone Active Gym Membership discount <p>Professional Development:</p> <ul style="list-style-type: none">• Training and Development opportunities• Payment of one professional subscription fee		



Financial Planning:

- Access to the Local Government Pension Scheme to secure your future.
- Access to free Will writing services.
- Employee Assistance Programme
- Salary Sacrifice schemes e.g. Cycle to Work etc.
- Free town centre parking

What to Expect in the Role:

Build your experience and develop your career in a district offering real variety. As a **Registered Building Inspector (Class 2A)**, you will play an integral role in delivering statutory Building Control functions across the district. From rural settings to town centres, with opportunities to gain experience of listed buildings, you will broaden your knowledge and develop your skills across different construction types.

You will appraise plans, inspect building work, and ensure compliance with the Building Act 1984, the Building Safety Act and Building Regulations for Class 2A buildings. You will manage a varied portfolio of development sites, support enforcement processes, respond to dangerous structures, and work closely with residents, partners, and stakeholders to promote safe, compliant, high-quality construction across the district.

You will join a welcoming, experienced team, with opportunities to learn from colleagues and share knowledge.

We can also support further education through LABC grant funding to help you work towards extending your registration to cover categories A–F within Class 2.

Key Accountabilities and Responsibilities (Please see Job Description and Person Specification for more details):

- Assess Building Regulation applications for Class 2A buildings and undertake plan appraisals and site inspections.
- Manage a caseload of applications, including new submissions, regularisation and reversion cases, ensuring accurate records are maintained.
- Undertake enforcement actions for non-compliance, including investigations, formal notices, evidence gathering and preparing cases for prosecution.
- Respond to and coordinate dangerous structure assessments, including participation in the out-of-hours rota.
- Provide clear, professional advice to applicants, contractors, internal teams and external agencies to support safe and compliant development.
- Promote positive working relationships and support continual improvement and customer satisfaction across Building Control services.

What You'll Need (Please see Job Description and Person Specification for more details):

- Experience managing a caseload of Class 2A Building Control work, including site inspection, plan checking and regulatory enforcement.
- Strong working knowledge of the Building Regulations, Building Act 1984 and relevant professional codes of practice.
- Excellent communication skills, both written and verbal, with the ability to liaise professionally with stakeholders at all levels.
- Ability to work independently within the limits of your competence, exercising sound judgement and maintaining accurate records.
- Strong organisational and time-management skills, capable of meeting deadlines while maintaining accuracy and professionalism.



- A proactive, customer-focused approach, with the ability to problem-solve, build relationships and represent the service positively.

Right To Work

Applicants must have existing Right to Work in the UK, as visa sponsorship is not available for this position

Use of Artificial Intelligence (AI) e.g. ChatGPT, Copilot, Gemini etc.

Artificial Intelligence could be a useful tool to support your application. However, all examples and statements provided must be truthful, factually accurate and taken directly from your experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by AI, as your own) applications may be withdrawn and internal applicants may be subject to disciplinary action.

Interview Format

All interviews for this position will be held face to face, as we believe this offers the best experience for candidates and panel members.

For an informal chat about the role, please contact Wendy Appleby, **Building Control Manager** on 07970154466 or email at wendy.appleby@stratford-dc.gov.uk.

Applications will close at **midnight** on **Thursday 19th November 2026**
Interviews will be held week beginning **7th December 2026**

To apply, please visit our website: [Stratford-on-Avon District Council - Current Vacancies](https://www.stratford-on-avon.gov.uk/current-vacancies) or email hr@stratford-dc.gov.uk

The Council is committed to equality of opportunity and aims to create a welcoming, inclusive workplace where we are all able to bring our whole selves to work and perform at our best.





Job Description

Stratford-on-Avon District Council

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions, e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title	Registered Building Inspector Class 2A		
Salary Grade	Grade F £45,529 - £48,738	JE ID	A74
Contract Length	Permanent		
Hours	37		
Department	Development		
Section	Building Control		
Location	Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX		
Responsible to	Senior Registered Building Inspector		
Responsible for	None		
Car User Status	This is an essential car user post as the demands of the job make it operationally essential and there is a contractual requirement to make a suitable vehicle available to ensure the requirements of the job can be carried out effectively. Applicants must be able to drive, have a driving licence and be a car owner.		

Role Purpose

To be operationally responsible for the effective co-ordination and delivery of statutory Building Control functions through design appraisal and site inspection services on Class 2A buildings.

To carry out the statutory function of assessing dangerous structures and implementing remedial works.



Main Duties and Responsibilities:

- To discharge the council's delegated powers and duties as required by the Building Act 1984 and compliance with the Building Regulations in relation to Class 2A buildings.
- Manage a portfolio of Class 2A development sites, including new applications, regularisation and reversion applications. Maintain accurate and professional records, for plan appraisals and site inspections.
- Undertake Enforcement action for non-compliance with the Building Regulations, including investigation of contraventions. Collation and collection of evidence, preparing reports, drafting formal notices, and preparing cases for prosecution in the Magistrates' Court.
- Effective administration of dangerous structures and undertake 'out of hours' work in accordance with a team rota. with appropriate supervision.
- Investigate complaints from elected members and the public. Initiate and assist with enforcement action, including the issuing of notices, to ensure compliance with the Council's obligations under the Building Act 1984.
- Make Effective use of Information Technology to ensure accurate, timely and appropriate administration of Building Regulation applications and associated matters.
- Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments to ensure an integrated team approach.
- Pro-active management of client relationships to ensure 'soft' marketing of the service at all levels.
- Respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/or end of the day.
- Understand the vision, values and strategic priorities of the Council so that Officers are engaged and motivated to deliver the Council's strategic and service priorities and objectives.
- Actively pursue Continued Personal Development of skills, knowledge and competency and maintain a CPD record
- To positively contribute to a strong, efficient and effective performance culture with a focus on service excellence and customer satisfaction.
- Work in accordance with the Code of Conduct for Registered Building Inspectors.
- Where appropriate and within limits of competence to provide supervision and management of the work of others within the Building Control sections management framework, e.g. Class 1 Registered Building Inspectors.

NB: The above list of duties is neither exclusive nor exhaustive. The post holder will be expected to undertake other duties commensurate with the responsibility level of this post, as directed by the section head or his/her representative.



Limits of Competence

The post holder must only carry out unsupervised functions and/or activities that are within the limits of their competence (Class 2A). Undertaking functions/activities on buildings etc that are beyond the limits of competence (Class 2B – 3H) must be under the supervision of a suitably competent Registered Building Inspectors unless the nature of the work being assessed/inspected is the same as the type of work they would usually carry out within the limits of their validated and registered competence.

Budgetary Responsibilities

- None

Corporate Responsibilities

- To be aware of your responsibilities in terms of health and safety, including identifying at your appraisal, appropriate health and safety training.
- To act positively to create a welcoming, inclusive workplace where all staff can bring their whole selves to work and perform at their best. Trust, integrity, approachability and adaptability will be encouraged and valued.
- This post is considered to be 'public facing' in accordance with the Immigration Act 2016 (part 7). Therefore, postholders are required to speak fluent English or have a command of spoken English that is sufficient to enable the effective performance of the role.



Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to enable them to perform the role.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D) as shown in the final column.

Essential Criteria

	Qualifications	Measured by
1	All those required for a Class 1 RBI	A + D
2	Level 4 qualification in Building Control	A + D
3	Class 2A Registered Building Inspector status through the Building Safety Regulator	A + D
	Knowledge	
4	Demonstrate good knowledge of the construction industry, methods, techniques and materials.	I
5	Working knowledge of legislation, regulations and professional codes of practice for Building Control including Operational Standards Rules set by the Building Safety Regulator and legislation under the Health & Safety at Work Act 1974.	I + T
6	Understand professional boundaries and how they impact on service delivery within the setting of local government.	I
	Experience	
7	Experience in Building Control, managing a caseload of Class 2A buildings (including new applications, regularisations and reversions).	A + T + I
8	Ability to communicate effectively with technical support staff and customers, both internal and externally orally and in writing.	I
	Skills & Competencies	
9	Demonstrate sufficient knowledge and understanding of the management, delivery and technical competencies described in the Building Inspector Competence Framework, as they relate to Class 2A buildings and your role	I
10	Registered with the Building Safety Regulator as a Class 2A Registered Building Inspector, with demonstrable competency to work: <ul style="list-style-type: none"> without supervision on Class 2A projects or; under supervision on Class 2B – 3H projects 	I
11	Good IT skills including Microsoft Office programmes and building control back-office system software.	I
12	Effective written, oral, communication and presentation skills.	I



13	Well organised and with excellent time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence.	I
14	Ability to think and act with a pragmatic and creative approach to problem solving difficult issues and think through the implications of decisions taken.	I
15	Ability to maintain written records to account for decisions made in relation to the practical application of building control activities and functions within the context of audit.	I
16	Ability to work on your own initiative with minimal supervision within the limits of your competence.	I
	Character & Behaviour	
17	Energetic and driven individual that demonstrates a solid work ethic.	I
18	Ability to work independently as well as part of a team.	I
19	Ability to maintain good working relationships with stakeholders at all levels, representing the authority in an effective and professional manner.	I
20	Commitment to the organisation's aims and values for equal opportunities.	I
21	Carry out all functions in a responsible, respectful and collaborative manner.	I
22	Trustworthy, open, transparent and challenges where necessary.	I
23	Treat everyone with courtesy, politeness and respect.	I
24	Respectful of confidential information, avoids bias, conflict of interest or undue influence of others to override professional judgements or obligations.	I
25	Ability to manage confrontational situations to prevent escalation.	I
26	Understanding of professional boundaries in role as a Class 2A RBI.	I
26	Ability to maintain Continuing Professional Development (CPD) in accordance with the Registered Building Inspector Code of Conduct.	I
	Availability / Locality / Mobility	
27	Full driving license and own vehicle suitable for use at work and/or access to a mode of transport which allows the post-holder to carry out the duties of the role.	A + D
28	Ability to work in various locations which will require the post holder to work on construction sites including rough terrain, climbing ladders and entering trenches, etc.	I
29	Flexibility.	I

Desirable Criteria

	Qualifications	
1	Working towards or educated to degree level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level. This may initially include but is not limited to a Level 5 qualification in Building Control	A + D
2	Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.	A + D
	Knowledge	
3	Demonstrate an understanding of local government services and procedures	I
4	Have an awareness of financial constraints and how they impact on service delivery.	I
	Character & behaviour	
5	Confident and self-motivated with an aptitude to think laterally.	I
6	Confidence to challenge how things are done and offer solutions or alternatives in a constructive and personable way.	I
7	Understands the contribution the role makes to the service and organisation, thinks outside own area to appreciate the aims of other services.	I



Information for applicants

Stratford-on-Avon District Council

Employing Authority:	Stratford on Avon District Council		
Post Title:	Registered Building Inspector	Post Ref:	PU2000282
Service Area:	Development	Team:	Building Control

Salary Range and Grade	Grade F	£45,529 - £48,738 p.a.
Contract Type	Permanent	
Business Mileage	Essential 55p per mile	
Interval / Method of payment	18th of the month by BAC's	
Main place of work	Elizabeth House, Stratford upon Avon	
Hours of work	37 hours per week The Council's standard hours are:- 8.45am to 5.15pm, Monday to Wednesday and 8.45am to 5.00 Thursday and Friday.	
Flexi Leave	The Council's flexi-time scheme applies.	
Notice Period	8 weeks	
Annual Leave Entitlement	25 working days, rising to 28 working days after five years' continuous service in Local Government. The leave year will begin the month you commence employment In addition, there are 8 public holidays which are Bank Holidays. On top of these days the Council grant three extra statutory days during the Christmas period.	
Probation Period	6 month probation period	
Pension Scheme	Local Government Pension Scheme	
Parking	Town Centre Car Parks	
Politically Restricted	No	
DBS Check	Not Required	
Subsidised Corporate Leisure Membership	Stratford Leisure Centre	
Participation in Salary Sacrifice Scheme	Halfords Cycle to Work	



People with Disabilities	<p>People with disabilities will be guaranteed an interview, providing they meet the Essential criteria for the position, and that they declare their disability on their application form.</p> <p>Under The Equality Act 2010, a person has a disability if:</p> <p>They have a physical or mental impairment.</p> <p>The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.</p>
No Smoking Policy	<p>The Council operates a no-smoking policy throughout all Council premises.</p> <p>Hopefully, if you are a smoker, you will see that the Council is acting in the overall interest of all its employees' health and you will not be deterred from applying for any post which interests you.</p>

Interview Arrangements

Interview Day and Date	Week commencing 7 December 2026
Interview Location	Elizabeth House, Church Street, Stratford upon Avon CV37 6HX
Closing Date for Completed Applications	Midnight, Thursday 19 November 2026





Some of the benefits of working at Stratford-on-Avon District Council

Applicable to Employed Staff

Competitive salary



Flexi time*



Flexible Working

(including Homeworking*, Hybrid Working Environment - Minimum 40% of time in the office*, Agile Working*)



Work laptop, keyboard, mouse, additional screen and headset.

Work mobile phone*



Access to training & development



Opportunities for career progression

Full time working hours
37 per week

(8.45am – 5.15pm Mon – Wed,
8.45am – 5.00pm Thurs/Fri)



Free office town centre parking

Excellent office
town centre location

- Easy to reach by road or rail



25 days annual leave basic entitlement, plus

- 5 years continuous service - 3 extra days
- After 10 years continuous service - 1 extra day
- After 15 years continuous service - 1 extra day
- After 20 years continuous service - 1 further extra day (total of 31 days with 20 years continuous service)

- 8 days Bank Holidays
- 3 extra statutory days during the Christmas period



Volunteering Opportunities (Paid Leave)

- Up to 37 hours linked to Career Development
- Up to 15 hours not linked to Career Development

Free BUPA Health Expenses Scheme and confidential EAP which includes a Health Line, Elderly Care Support line and telephone counselling



Automatic enrolment into the Local Government Pension Scheme (Career Average Scheme)

Supportive sick pay scheme

A commitment to equality, diversity and inclusion



Enhanced Maternity and Paternity pay

Cycle to Work Scheme

Kaarp Benefits scheme

Everyone Active

Gym Membership scheme

Professional subscription paid (one essential subscription)



*Not applicable to all roles



Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX