# ROLE PROFILE

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| **Job Title:** | Quality and Compliance Inspector | **Reporting to:** | Performance Safety Manager |
| **Directorate:****Team:** | Corporate Governance and FinanceGovernance | **Location:** | Any location across the business |
| **Purpose of the role:**  |
| Manage the different stages of the building safety gateways, acting as the responsible person between Thirteen and the Building Safety Regulator. Provide a quality and compliance inspection service across a high volume of diverse and geographically dispersed portfolio, in line with regulatory frameworks, to ensure Thirteen remain legal, safe and compliant.  |
| **Key accountabilities and job content:**  |
| * To fulfil the requirements as set out within the Tier 5 role profile.
* Provide advice on the safety and standard of all buildings.
* Assist in the preparation, review, authorisation, and execution of Permit to Works, Wayleaves and other high-risk activities, including associated risk assessments and operating procedure reviews.
* Provide rigorous inspection of building regulations requirements, ensuring that building safety is considered at each stage of design and construction.
* Ensure works comply with legislative and regulatory requirements in relation, but not limited to specifications, drawings, warranty standards, schedule of works and competency and to a high standard.
* To ensure all elements of construction are in accordance with the relevant regulations, Codes of Practice, British Standards and the Contract Documents; with specific attention given to fire safety.
* Ensure a consistently high standard of quality control, building & fire safety, and supervision is maintained on an allocated workload of bespoke projects including M&E/infrastructure projects.
* Responsible for identifying outstanding works, following progress of outstanding works until completion, ensuring all items are rectified.
* Responsible for flagging compliance trends with manager, taking on board learnings and feeding these back to stakeholders.
* Prepare records, schedules and reports to evidence works carried out, including rectifications, (as part of the Golden Thread) to ensure responsible person(s) are informed on service delivery, compliance, ongoing maintenance and performance.
* Ensure that contractors comply with obligations contained with the relevant contract documentation and report any deviations as appropriate, taking into consideration the Building Safety Gateways and golden thread of information requirements.
* Maintain and update knowledge of legislation, product innovation, technology and varying Local Authority approaches, regularly briefing colleagues where appropriate.
* Assist in preparing and updating relevant documentation for Building Safety Case Files and keeping asset and compliance data up to date.
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| **Qualifications:**  |
| * Member of the Institute of Clerk of Works or willing to work towards
* HNC Building Studies or equivalent and/or relevant experience
* NEBOSH/SSTS/IOSH qualified or willing to work towards.
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| **Knowledge, skills and experience:**  |
| * Demonstrable recent experience working with infrastructure installation, M&E, new build, design and build, and residential designs (including modern methods of construction) and refurbishment of High Rise/ Complex Buildings.
* Knowledge of the social housing environment is desirable.
* Knowledge of the building safety act and all pertaining regulations.
* Extensive experience in the built environment to include contractor management, procurement methods, CDM regulations, and contract administration, along with high risk and infrastructure projects.
* Proactive and innovative mindset to overcome problems which may be presented.
* Demonstrate knowledge of operational Health & Safety with an excellent understanding of, and developments in, Building Regulations, Fire & Building Safety, MMC and sustainability.
* Ability to manage conflict and provide constructive challenge from a perspective of seeking excellence and compliance in design, construction, complex fire safety, and refurbishment.
* Full UK driving licence or access to a vehicle and able to travel across the region as required
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| **Role requirements and demands:**  |
| **Solving problems:** | Day to day, localised problem solving that includes the consideration of a number of issues and requires the analysis of information or situations. |
| **Making decisions:** | Day to day, localised decision making that involves the interpretation and application of policies, procedures, guidelines, and criteria to specific situations and can impact upon others.  |
| **Communicating:** | Provides information on complicated matters. Uses tailored communication skills in relation to specialist/technical issues where required.  |
| **Financial responsibility:** | None |
| **People management responsibility:** | None |

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| *For Reward Team use only* |
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