

## JOB SUMMARY

<b>Post Title</b>	<b><i>Building Control Manager</i></b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	13	<b>Line Manager to others?</b>	Yes	<b>Role profile ref</b>	<i>SD13</i>
<b>Service Area</b>	<i>Planning &amp; Housing Services</i>						
<b>Line Manager</b>	<i>Strategic Manager, Planning and Infrastructure Delivery</i>						
<b>Location</b>	<i>Seaclose, Newport, IW</i>						

<p><b>Job Purpose</b> Responsible for the strategic development and organisation of the building control service and to lead the section in delivering an effective and efficient service.</p>
<p><b>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)</b></p> <p>Develop, implement and monitor the aims, objectives and strategies for the service and review these regularly in light of changes in national policy/ regulations and Council priorities and strategies.</p> <p>Plan, organise, direct, control and motivate the building control team, including organising suitable training for staff to ensure a high quality, efficient and effective service is maintained and to futureproof the service by introducing a programme of 'growing your own' for staff recruitment.</p> <p>Manage stakeholder engagement for the service.</p> <p>Oversee and, when necessary, undertake the inspection of building work in progress and take appropriate enforcement action as required.</p> <p>Oversee and, when necessary, undertake the verification and examination of Building Control applications and determine such applications under delegated powers within statutory time scales.</p> <p>Develop and implement a charging regime for the building control service to ensure the service remains commercially competitive and recovers the cost of providing the fee earning service and exercise operational control over the Building Control budget.</p> <p>Effectively market the building control service and provide an efficient and effective customer focused service in order to maintain a substantial market share of building control work.</p> <p>Take appropriate action in respect of work contravening Building Regulations.</p> <p>Inspect dangerous structures on a 24-hour basis and take appropriate immediate action as necessary to remove the danger.</p> <p>Prepare and present legal evidence as necessary in respect of enforcement of building control legislation or as an expert witness for other services.</p> <p>Provide expert technical advice to other services and external bodies/ individuals and liaise with other council departments.</p> <p>Provide geotechnical advice to development management colleagues, liaise directly with engineers and attend Planning committee/ appeal hearings as necessary in this respect.</p> <p>To be a core member of the Safety Advisory Group and provide expert advice and recommendations regarding the stability of temporary structures.</p> <p>Procure and manage contracts for building control roles that are out-sourced.</p> <p>Represent the authority at regional/ national building control meetings/ forums etc.</p> <p>Deputise for the Strategic Manager as required.</p>

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<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Significant relevant experience managing service delivery in a similar environment, with expert knowledge of the service area, the authority and wider sector / external influences.	<i>Extensive experience and expert knowledge in all aspects of building control, including legislation, technical ability and developing relationships/policies/ procedures with public and private sector bodies.</i>	<b>E</b>	
Proven ability to manage, develop and motivate a multi-disciplinary team/s of professional and/or vocationally qualified and support staff. Budget, financial assessment (where relevant) and contract management experience. Experience of representing the work area in a professional / legal capacity.	<p><i>Clear and demonstrable experience of management and development of staff.</i></p> <p><i>Experience of financial management, a clear understanding of applicable financial regulations and proven ability of developing and implementing and monitoring a charging regime.</i></p> <p><i>Experience of contract procurement and management for out-sourced work (e.g. structural engineers)</i></p> <p><i>Experience of writing reports/ providing witness statements and acting as witness/ expert witness in court.</i></p>	<b>E</b>	
Strong and demonstrably effective communication, interpersonal and presentation skills. Ability to understand and explain complex information to a range of audiences. Proven ability to negotiate with, persuade and influence others in complex or politically sensitive situations.	<i>Ability to promote and deliver an efficient and customer focussed service and to negotiate, influence and persuade others in complex matters and often in stressful circumstances, such as when dealing with dangerous structures.</i>	<b>E</b>	
Expert knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Wide reaching knowledge of other areas of the authority relevant to the service and of wider sector / external influences. Experience of contributing to the design and development of strategies, procedures and practices.	<p><i>Expert and detailed knowledge of all aspects of building control together with wide reaching relevant knowledge of other areas of the authority, such as Planning, Housing, Fire Service, Licensing and external influences such as Health and Safety Exec.</i></p> <p><i>Awareness of current topics and implications for the service and to be proactive in planning for change.</i></p> <p><i>Manage complex cases/ situations requiring a high level of professional expertise, with the ability to assess and evaluate a wide range of information in decision making/ problem solving and developing creative solutions.</i></p>	<b>E</b>	
Experience of multi-disciplinary and partnership working and awareness of the issues involved. Experience of chairing meetings and leading working groups.	<i>Clear understanding of the role of stakeholder engagement.</i>	<b>E</b>	

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Strategic planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved.	<i>Ability to think strategically and innovatively. Strong leadership and excellent organisational skills essential.</i>	<b>E</b>	
Develop and implement policies, procedures, processes and standards and support the development of criteria for assessing the effectiveness of service provision	<i>Proven ability to develop, implement and review policies, procedures, processes and standards in line with legislation, best practice or to improve the effectiveness/ efficiency of the service.  Demonstrable experience of involvement in innovative, progressive and transformational methods of working</i>	<b>E</b>	
Excellent planning and organisational skills to manage a complex multiple workload, prioritise and set deadlines and cope with conflicting and changing demands.	<i>Excellent long, medium- and short-term planning required and excellent organisational skills essential in order to manage a complex and wide-ranging workload, where priorities can change at very short notice.</i>	<b>E</b>	
Good ICT skills including both standard Microsoft applications and specialist systems.	<i>Good computer literacy in standard Microsoft applications and specialist building control packages together with a good understanding of how technology can bring about improvements/ efficiency to the service.</i>	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to degree standard or equivalent.	<i>Degree level or equivalent in Building Surveying.</i>	<b>E</b>	
Relevant professional / vocational qualification	<i>Member of The Royal Institution of Chartered Surveyors or the ability to work towards it</i>	<b>E</b>	
<b>Other Requirements</b>			
<i>Full UK driving licence</i>			
<i>Must be available out of hours on a rota basis to attend dangerous structures/ emergency situations.</i>			