

Job description

Building Control Manager

Immediate team	Building Control
Service team	Planning
Line manager's job title	Development Manager
Number of direct reports	4
Salary and grade	£64,756 to £70,396 Grade 9, plus an additional Market Premium Payment of 10%
Duration of role	Permanent
Hours per week	37
Location	The designated office base is Abbey House, Abingdon.
Employing council	South
Probationary period	Six months
Notice period	Three months
Annualised hours apply	Yes
DBS check required	No
Date job description updated	June 2026

About the role and what we're looking for

Job purpose

South Oxfordshire and Vale of White Horse District Councils operate a shared building control service.

We are looking for a dynamic, forward-thinking Manager to lead and deliver our building control service. You will be the lead officer for building regulations and associated legislation. If you have excellent building knowledge along with the ability to effectively lead and manage a team, this could be the role for you.

You will be responsible for ensuring that the building control service and operational objectives of each council are met within the service team, and that all customers receive services which provide improvement and value for money through the delivery of direct and commissioned services.

You will also provide effective leadership and development for the team and encourage best practice in a shared hybrid working arrangement. You will facilitate informed decisions by ensuring that officers and councillors are kept apprised of issues and receive relevant, best practice



professional advice. The role is also responsible for assisting the service manager in the operational management of the service area including the delivery of the service within set timescales and to a good standard.

You should have a strategic mindset, a passion for driving service improvements whilst ensuring financial sustainability across the service and for both councils.

Main duties and responsibilities

- to undertake the necessary professional duties associated with ensuring compliance with building regulations and Building Safety Regulator
- to develop, maintain and refine team processes and procedures to support and facilitate the delivery of a high quality and efficient building control service
- to ensure that Building Regulations applications and associated work processes are carried out in accordance with documented procedures, timescales and deadlines and all work is conducted in a timely and professional manner
- manage the team in carrying out site inspections to ensure compliance to building regulations and other relevant legislation, and inspection of dangerous structures and taking appropriate action
- to ensure strong and robust line management of the team through:
 - Taking a lead role in the successful delivery of the service
 - The day-to-day supervision of employees within your team, including the management of performance, annual leave, annualised hours, sickness and expenses claims
 - The support and development of the team – taking responsibility for and reporting to the BSR in respect of team continued professional development and growth. Harnessing a supportive training programme for the team.
 - managing performance and capability effectively to ensure that the team are meeting statutory and council/ local targets
 - correct deployment of the councils' policies and procedures within your team, notably health & safety and GDPR
- leading by example in modelling the conduct, behaviour and values expected of the councils' employees and establish a working environment within your team in which individuals can excel
- Being responsible for the appointment and development of all members in your team
- Taking initiative for solving issues and problems
- assisting and managing other aspects of the team's work including



input into access, sustainability, fire safety and new legislation

- making a positive contribution to corporate issues that impact on the Planning service area
- undertaking effective communication with colleagues, service managers, councillors, town and parish councils, outside agencies and the wider community.
- working closely with other team leaders across South and Vale and deputising for the service manager as required
- ensuring that diversity and equality are respected and embedded within your team
- Work closely with the Business Development Officer to proactively manage client relationships and to ensure the 'soft' marketing of the service at all levels.
- Representing either council equally and without bias to all outside bodies.

The duties may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About you

Your essential qualifications

- Degree or an equivalent qualification in building studies or a related field. Full professional membership of RICS, CABE or equivalent. Minimum Registered as a Class 2F & Class 4 Building Inspector.

Your essential skills, knowledge and experience

- Extensive knowledge and understanding of Building Act and at least five years working at a senior level in the building control profession with a proven track record at maintaining an excellent level of competence in a constantly changing and competitive environment
- Proven experience of successfully managing and leading a team and ability to take the initiative for implementing improvements with excellent organisational skills and proven track record of prioritising available resources and management of appropriate performance systems.
- Able to communicate ideas and expectations clearly, succinctly, using plain language and able to demonstrate political awareness and sensitivity.
- Working knowledge and understanding of health and safety issues and foster good practice within the team
- Ability to act as the lead officer ensuring compliance and enforcement within Building Regulations and ancillary legislation



If you have the following experience or qualifications – it's a bonus

- Management qualification
- Validated/ Registered Class 3G/3H Building Inspector
- CIOB Certificate: Management of Public Service Building Control Certificate
- CIOB Certificate: Managing Legislative Compliance Certificate
- CIOB Certificate: Fire Safety in Complex Buildings Certificate

Your style and behaviours

Your approach at work needs to mirror our vision and values which are detailed below. In particular for this role, the following points are essential:

- Ability to provide constructive feedback to team members to enable them to excel and develop in their roles
- Takes initiative for solving issues and problems, taking responsibility for own and team's actions and being proactive in finding solutions
- Positive communication – communicating key messages across the service and to all staff and team members in a positive and enthusiastic manner.
- Setting clear standards for ourselves and others to work towards
- Commitment to valuing diversity and equality, respecting customers and colleagues in all relationships and service delivery
- Reliable and able to work under pressure and meeting deadlines
- Diplomatic, tactful and able to maintain discretion in difficult circumstances.

Work related requirements:

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	No
Politically sensitive post	No
DBS check required	No
Full driving licence and use of a car for work	Yes
This role requires you to drive a company vehicle for work	No

About us

Our Vision

We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.



Our Values



Working Together

We are a committed professional team, who embrace change and help one another improve



People and Planet

We care about each other and the environment we share



Respect

We act with integrity, and champion diversity and inclusivity



Accountability

We take ownership, do what we say, strive for clarity and welcome feedback



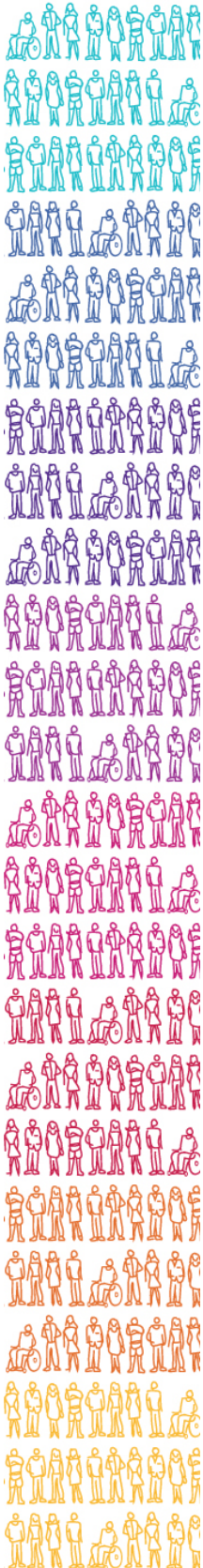
Approachability

We are open, honest and accessible

Our vision and values are important to the councils, and we expect you to support them and embed them in the way we work.

The benefits we offer

- A basic 26 days **annual leave** per annum, rising to 31 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.
- **Flexible working and annualised hours** – a flexible approach to work that our employees love!
- **Salary pay awards** – most jobs give scope for a pay increase after six months or the following April (depending on your start date) and we also review salaries each April.
- A generous career average **pension** scheme which includes life insurance of three times your salary
- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!
- Various schemes to **keep you healthy** (reduced gym membership, free swims, free eye tests for DSE users and more)
- We give you two days per year to **volunteer** within the local community.



- A range of resources, support, and activities to help you maintain your **wellbeing** including a monthly wellbeing hour in addition to annualised hours (the ability to work flexibly as long as, over the course of the year, you complete your contracted hours) and annual leave.

How to apply

Having read about our role if you have any questions please email Natasha Ireland at natasha.ireland@southandvale.gov.uk

If this job excites you please complete our online application at <https://myrecruitment.southandvale.gov.uk/>

We look forward to hearing from you.