

**Job Description**

**Job Title:** Building Control Manager

**Salary Grade:** Grade 11

**SCP:** 54 - 58

**Job Family:** Organisational Support

**Job Profile:** OS 7

**Directorate:** Commercial Development

**Job Ref No:**

**Work Environment:** office and construction sites

**Reports to:** Head of Planning & Regeneration

**Number of Reports:** 9 (8 direct)

**Purpose:**

To develop, plan, organise and control the delivery of the strategic building control service to achieve corporate objectives within agreed budgets.

To lead, motivate and manage the staff in the service.

**Key Responsibilities:**

* To develop, implement and promote the Council’s policies/plans to ensure it is compliant with all relevant national policies, procedures, legislation and regulatory guidelines and standards namely building regulations, Building Act and other associated legislation, the purpose of which includes the health and safety of people in and about buildings, the conservation of energy in buildings and safe and convenient access and use of buildings. .
* To contribute to the development of the Councils corporate plan relating to Planning and Regeneration notably building control and safety at sports grounds, to ensure council objectives are achieved.
* To promote the Building Control Service internally and integrating with other Council services, to ensure the achievement of wider Council projects and objectives.
* To promote and market the Building Control Service externally, through a consultancy approach with the Council’s major clients, developing new partnerships and expanding into new markets.
* To develop, recommend and implement appropriate organisational models, structures and processes for the service to meet the current and long term needs of the Council.
* To undertake business development with the aim of identifying and securing new sources of income generation.
* To identify, communicate and challenge the required standards of compliance within Building Control.
* To lead on and manage the delivery of a high quality Building Control Service and its related outcomes, ensuring the service outcomes and objectives are achieved.
* To lead the delivery of the service in an integrated approach with LABC/NHBC partners and the wider service and Council, to ensure corporate objectives and strategies are developed and achieved.
* To manage the business of the Building Control Service to ensure full cost recovery in accordance with statutory guidelines and providing a comprehensive service.
* To ensure that agreed outcomes agreed with third parties including regional and local partnerships for building control and safety are delivered as required.
* To represent the Council at appeals, court cases and other public hearings arising from the works of the service.
* To represent the service and the Council, and to provide a customer focussed service to applicants, landowners, residents, community groups, amenity groups, and other interested parties and customers
* Contribute to multi-agency and national forums relating to Building Control and safety at sports grounds and gather and exchange information and influence decision making at regional and national level.
* To undertake complex and contentious negotiations with external stakeholders and service users, particularly in relation to large scale housing, industrial and commercial development.
* To be the Council’s principal adviser and expert on building control and safety at sports ground matters to senior officers and elected members and to draft appropriate policies, procedures and guidelines as required.
* To be the point of contact for members for all building control and safety at sports ground related enquiries, and to attend relevant meetings of the Council and partnerships to ensure appropriate decisions are taken on these council functions.
* To be responsible for making decisions on behalf of the Council in relation to building regulation matters, in accordance with the Council’s scheme of delegation.
* To lead, motivate and develop employees within Building Control, to ensure that employees are well motivated and are achieving the required objectives and standards.
* To prioritise and programme the work of the Building Control Service and regularly monitor progress to ensure that performance is evaluated and improvements are taken forward
* To manage and provide expertise to the Council’s project teams dealing with the more complex building regulations applications particularly in relation to large scale housing, industrial and commercial development.
* To manage the day to day operations of the Building Control Service.
* Assisting and deputising for the Head of Planning and Regeneration, as appropriate.
* Manage the budgeting needs (budget control, reviewing costs, monitoring expenditure, and financial forecasting) of the Building Control functions as required by the Head of Planning and Regeneration in accordance with the Councils financial management policies, procedures and guidance.
* To lead on the development and expansion of partnership schemes.
* To undertake business development with the aim of identifying new markets and creating additional sources of income generation
* To implement and participate in the Council’s dangerous structure rota
* Instruct the Council’s legal services in respect of enforcement action, prepare evidence for Court or other hearings and appear as a witness
* To ensure the service carries out duties and responsibilities in accordance with the Council’s Health and Safety Policy and relevant health and safety legislation.
* To establish and measure key performance indicators for the Building Control Service against other Tyne & Wear authorities and nationally.
* To ensure that all deposited plans are examined for compliance with the building regulations and associated legislation.
* To liaise with other local authorities to ensure the active promotion of the building control services
* To exercise the Councils functions under the Safety of Sports Grounds Act 1975 and the Fire Safety and Safety of Places of Sports Act 1987 and in relation to special events falling under this legislation.
* To participate and give advice to the Councils Multi Agency Forum on events in relation to Building Control matters.
* To maintain Quality Assurance and Customer Service Excellence accreditations relating to the Council’s development management functions
* Undertake matters related to staff management, including recruitment and selection, training and development, disciplinary and grievances, monitoring and performance in accordance with the Councils HR policies and procedures and in consultation with the Head of Planning and Regeneration.
* To develop and recommend the procurement of services to meet service needs.
* To comply with the requirements of the councils data quality management policy, the officers code of conduct, financial and contract rules and procedures and with corporate personnel policies and practices, particularly absence management, health and safety and equalities.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council