

**Job Description**

**Job Title:** Building Control Manager (Technical Lead)

**Salary Grade:** Grade 11

**SCP:** 48 - 52

**Job Family:** Organisational Support

**Job Profile:** OS 7

**Directorate:** Commercial Development

**Reports to:** Assistant Director of Infrastructure, Planning and Transportation (ADIPT)

**Number of Reports:** 5

**Purpose:**

* To ensure and efficient and effective day to day management of the Council’s Building Control Services and that all Statutory Targets are met.
* To administer the building regulations, Building Act and other associated legislation, the purpose of which includes to ensure 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 oversee and deal with large, complex residential and commercial schemes.
* To undertake business development through actively promoting the Council’s Building Control Service, by providing pre-application consultancy for our major clients, developing partnerships and expanding into new markets.

**Key Responsibilities:**

Service Delivery:

* To lead on and deliver a high-quality Building Control Service
* To make decisions on building regulation matters in accordance with the Council’s scheme of delegation.
* To manage the business of the Building Control Service to ensure full cost recovery in accordance with statutory guidelines and providing a comprehensive service including applications, site inspections, dangerous structures and demolitions.
* To manage the delivery of an efficient and effective Building Control Service in an integrated way both within Planning Services and in line with the Council’s Corporate Vision and its Core Values as set out in the City Plan to agreed quality, performance standards and cost effectiveness
* 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 ensure the provision of a high quality and customer focussed Building Control Service to applicants, landowners, residents, community groups, amenity groups, and other interested parties and customers
* Delivering a customer service focussed approach and coordinating the full range of service duties ensuring delivery to budget whilst promoting the Council’s vision as set out in its Corporate Plan
* To manage a caseload of the more complex building regulations applications particularly in relation to large scale industrial and commercial development
* Manage the budgeting needs (budget control, reviewing costs, monitoring expenditure, and financial forecasting) of the Development Management team as required by the Assistant Director of Infrastructure, Planning and Transportation (AD IPT) in accordance with the Councils financial management policies, procedures and guidance.
* To work with the AD IPT to develop and implement a cost recovery model for Building Control
* To make delegated decisions in line with the Council’s scheme of delegation
* To lead on and oversee the validity of complaints of danger arising from defective structures, and instruct the Council’s dangerous structures contractor (including outside normal working hours and at short notice).
* Advise and assist staff in undertaking this function
* 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 use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner
* To carry out duties and responsibilities in accordance with the Council’s Health and Safety Policy and relevant health and safety legislation
* To regularly monitor and review the work load of the section and allocate work accordingly and assist with the preparation of a service plan for the Planning and Building Control Service
* To establish and measure key performance indicators for the Building Control Service against other Tyne & Wear authorities and nationally
* Procurement of services to meet service needs on consultation with the AD IPT.
* To comply with the requirements of the council’s 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.
* To undertake such duties as are appropriate to your grade and hours of work as may reasonably be required of you by your line manager.

Technical Advice:

* To act as the Council’s principal technical adviser and expert on building control matters and to be responsible for statutory technical and legal compliance with the Building Acts and Building Regulations.
* To act as the Council’s principal advisor and technical expert on building control and represent the Council at appeals, court cases and other public hearings arising from the works of the service
* To be the point of contact for committee members for all building control related enquiries
* Attend committee meetings of the Council as required to ensure appropriate decisions are taken on building control matters
* To be the initial point of contact for liaison on planning consultations
* To ensure that all forms of necessary inspection are carried out within the prescribed time limits
* To ensure that all deposited plans are examined for compliance with the building regulations and associated legislation
* To ensure that correct fees are collected for the submission of building regulation applications, to liaise with other services to ensure the collection of inspection charges due
* To keep up to date with current legislation and building practice
* 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.

Staff Development:

* To lead, recruit, mentor, develop and motivate the staff, monitor achievements, CPD and carry out appraisals through 1:1 meetings and regular six-monthly reviews of personal development plans
* To ensure staff competency records and development are updated and staff encouraged to develop in line with changes in legislation.

Business development:

* To undertake business development with the aim of identifying and securing new sources of income generation.
* Promotion of the Building Control Service internally and integrating the service within the Directorate
* Promotion and marketing of the Building Control Service externally, by providing pre-application consultancy through partnering arrangements for our major clients, developing new partnerships and expanding into new markets
* To undertake business development with the aim of identifying new markets expanding partnership schemes and creating additional sources of income generation
* To maintain Quality Assurance and Customer Service Excellence accreditations
* To liaise with other local authority building control offices within Tyne & Wear and further afield to ensure the active promotion local authority building control services

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

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.