



Job Description & Person Specification

Job Title:	Building Control Manager	Job Reference:	50361232
Service:	Planning & Building		
Location:		Grade:	11
Reports to:	Head of Planning & Building		
Date:	31 July 2018		

Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:

Accountability, Ambition, Empowerment, Integrity, Inclusiveness.

Main job purpose

To lead and manage the members of the Council's Building Control section, to ensure that a competitive, efficient, effective and high performing quality of Building Control service is provided throughout the borough in accordance with the Council's Building Control Policy and legislation.

Main responsibilities and duties

1. To manage, members of the Building control team ensuring that building works carried out in within the Borough are accordance with Building Regulations, Council's Building Control Policy and legislation.
2. To effectively manage financial matters under delegated Authority relating to the section, including the setting and administration of Building Regulation charges, calculation of individually determined charges, and preparation and monitoring of the Building Control budget and other financial matters relating to Building Control.
3. To actively market Building Control in a competitive market for work subject to Building Regulation Approval and liaise with other Departments of Authority, designers, Developers, Structural Engineers, Architects, the Fire Authority and members of public in respect of Building Control matters.
4. To carry out inspection of works in progress, implementing any formal or informal action as may be required to ensure compliance with Building Regulations.
5. Inspection of buildings and structures reported, during and out of hours, as being in a dangerous condition and to instigate the appropriate action (which may need to be immediate) so as to protect members of the public from potential harm.
6. Implementation of new technology and staff training to ensure members of the team are competent and proficient in performing their duties.

7. To investigate and resolve issues relating to Land Drainage and Flooding. To act as the Disabled Access officer for the Council, including attendance at meetings as necessary. Inspections of premises and events, during and out of hours, subject to the Licensing Act, including the making of recommendations to the Head of Legal and Democratic Services.
8. To occasionally deputise for Head of Planning and Building in their absence including attendance at meetings.
9. To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

Supervision and management

5x Area Building Control Surveyors (Grade 8-9)
 1 x Technical Assistant (Grade 6)
 1 x Technical Administrative Assistant (Grade 5)

Resources

Annual budget of the section is in the region of £460,000 with an income of £425,000.

The jobholder manages the budget for the Building Control section and has sole responsibility for this.

Contacts and relationships

This post reports directly to the Head of Planning and Building Services and has direct line management responsibility for the Building Control team.

Members of the council will contact the post holder for advice on various matters occurring within their wards. This may be Building Regulation related or in respect of dangerous structures/ public entertainment licences.

The post-holder will also have regular contact with members of the public and external contractors/ tradespeople.

Working environment

- This role is based at the Beech Hurst offices, requiring regular site visits to conduct inspections, surveys, etc.
- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
Full membership of the Royal Institution of Charter Surveyors (RICS) (building Control) or CABE	E
Knowledge	
Significant building construction knowledge. Expert understanding of Building Regulations and other statutes, and changes to legislation.	E E
Experience	
Significant post qualification experience in building control. Proven supervisory experience in a managerial (including financial) position.	E E
Key skills	
Decision making Influencing skills Planning and organisational skills	E E E
Personal qualities and behaviours	
Ability to work effectively with a range of clients/ customers.	E
Other Factors	
Participation in the out of hours standby and call out rota required Evening and weekend working required Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport	

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.