

JOB SUMMARY

Post Title	Building Control Manager						
Job Family	Service Delivery	Pay Range	15	Line Manager to others?	Yes	Role profile ref	SD15
Service Area	Planning Services						
Line Manager	Strategic Manager Planning & Infrastructure Delivery						
Location	Seaclose Offices, Fairlee Road, Newport, Isle of Wight, PO30 2QS						

Job Purpose

To lead and manage the Council's Building Control section, to ensure that a competitive, efficient, effective and high performing quality of Building Control service is provided in accordance with Policy and Legislation. To provide expert advice and to be responsible for developing policies and strategies relating to Building Control.

- Job Context**
- *Protecting the well-being of the community within the context of the built environment*
 - *Inspection of construction work in progress, implementing any formal or informal action as may be required to ensure compliance with Building Regulations, including, as required, preparation of court papers, statements and attending court on behalf of the Council.*
 - *Inspection, by all of the experienced Surveyors in the Building Control Team, 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) to protect members of the public from potential harm and providing guidance to the team.*
 - *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 (quotes), and preparation and monitoring of the Building Control budget and other financial matters relating to Building Control.*
 - *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 and Construction works.*
 - *Proactively managing the implementation of new technology and /or legislative changes, ensuring staff training occurs so members of the team are competent and proficient in performing their duties.*

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Expert knowledge of the service area, the authority and partnership organisations and understanding of the political agenda impacting on them.	<p><i>Significant building construction knowledge including construction techniques, processes and materials.</i></p> <p><i>Experience dealing with the requirements of the Building Regulations and other statutes to enable decisions to be made of a complex, technical and legal nature under pressure which if found to be inappropriate may result in substantial claims against the council and could also affect public health and safety.</i></p>	E	

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	<p><i>Expert on political aspects of the Building Control process and technical aspects of complex construction projects.</i></p> <p><i>Ability to manage the correct allocation of work to the Surveying team where decisions can have a significant outcome for the safety of occupants in and around buildings, these decisions often need to be made on a daily basis on many occasions throughout the course of a working day and in some cases in 'out of hours' isolating environments, decisions made are imbedded in the buildings, incorrect decisions can have significant outcomes (Grenfell).</i></p>		
<p>Substantial experience of planning and delivering specialist legal / statutory / regulatory / customer / stakeholder / community engagement services within a large / complex organisation, with expert professional knowledge and experience.</p>	<p><i>Ability to plan and monitor the workload and welfare of the section in order that the statutory duties are carried out within permitted time periods with the staff resources available.</i></p> <p><i>To keep aware of the workload to enable performance targets are being met.</i></p> <p><i>To create close links and understanding of the Building Control team to monitor their ability to take responsibility for projects without being placed under too much pressure and ensuring Surveyors are not over stretched taking account of their responsibilities based on experience and knowledge.</i></p> <p><i>Experience dealing with Members of the Council who may contact the Building Control Manager for advice on various matters occurring within their wards.</i></p>	<p>E</p>	
<p>Expert knowledge of the service and partner relationships and wider sector / external influences. Significant experience of leading in multi-disciplinary and partnership working. Experience in chairing case conferences / partnership events.</p>	<p><i>Advises the Strategic Manager Planning & Infrastructure Delivery and Planning Team Managers on national and local matters relating to Building Control.</i></p> <p><i>Manage stakeholder engagement for the service.</i></p> <p><i>Ability to deal with the Members of the council who may contact the section for advice on various matters occurring within their wards. This may be Building Regulation related or in respect of dangerous structure or construction projects.</i></p> <p><i>Experience dealing with larger more complex developments, attending design team meetings and being the point of contact on behalf of the Council, front facing on flagship high profile projects</i></p>	<p>E</p>	

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	<p><i>agreeing acceptable standard for compliance.</i></p> <p><i>Ability to work with other partners and multi-disciplinary professionals such as the Fire Brigade, Architects, Structural Engineers etc and other departments in the Authority.</i></p> <p><i>Procure and manage contracts for building control roles that are outsourced, continuing to review service provision and value for money with respect to these external consultants particularly Structural Engineering checking services and Specialist contractors.</i></p> <p><i>Represent the Authority at regional/ national building control meetings/ forums etc.</i></p>		
<p>Expert knowledge and understanding of the legislation, regulations, systems, policies, procedures, professional guidelines, best practice and emerging developments (including the political agenda) which impact the service area. Experience in assessing the impact of legislation and ensuring organisational / stakeholder compliance.</p>	<p><i>To be the lead professional for the Council on matters relating to Building Control.</i></p> <p><i>Experience in making instant expert decisions on site in relation to specific developments to prevent the public and building users being put in a position at risk of injury whilst taking account of Regulations, Policies and Procedures.</i></p> <p><i>Expert understanding of Building Regulations and other statutes, changes to legislation and political agenda with a high degree of knowledge of statutory requirements relating to Building Control.</i></p> <p><i>Ability to interpret complex projects and assessing compliance with the Building Regulations using a series of Approved Documents, British Standards and guidance documents.</i></p> <p><i>Up to date knowledge to technical and procedural developments.</i></p>	<p>E</p>	
<p>Experience in developing policy, procedures and standards and contributing to strategic direction, in a changeable area of work.</p>	<p><i>Experience of management and control of budgets including monitoring, reporting and preparation of estimates</i></p> <p><i>Ability to interpret, react and recommend policy procedures and standards for the team in response to the central government and the national political and technical landscape as a result of significant recent fires and building failures.</i></p> <p><i>Experience of working in an environment where there is an ever decreasing, experienced and qualified pool of available Surveyors, with the ability to face, head on, the ongoing challenge of filling vacant</i></p>	<p>E</p>	

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	<p><i>posts and maintaining staff retention whilst working in a pressured life changing decision environment creating policies and procedures to meet these requirements.</i></p> <p><i>Ability to produce effective procedures whilst using limited available resources.</i></p> <p><i>Ability to react to the recent changes in legislation by the appointment of the Health and Safety Executive on the back of the Governments Building a Safer Future initiative.</i></p> <p><i>To provide strategies and motivate the existing team by upskilling them so as meet the criteria and demonstrate staff can perform and discharge the Councils duties for projects in response to Health and Safety Executive requirements for Building Control.</i></p>		
<p>Substantial experience of representing the Council / organisation in a professional / legal capacity.</p>	<p><i>Experience of enforcing Building Regulations and other legally binding statues, being aware of any changes in legislation in order to keep Council and staff informed of changes/amendments to the Regulations and law court rulings.</i></p> <p><i>Ability of writing reports/ providing witness statements and acting as witness/ expert witness in court.</i></p> <p><i>To be a core member of the Safety Advisory Group and provide expert advice and recommendations regarding the stability of temporary structures.</i></p> <p><i>Proven ability to work collaboratively building trust, mediating, conciliating, negotiating and delegating.</i></p>	<p>E</p>	
<p>Excellent interpersonal skills. Authority and credibility to build relationships and engage successfully with colleagues, partners and customers at all levels. Excellent persuasion and negotiating skills, in order to motivate people and partnerships and influence outcomes in complex or politically sensitive situations.</p>	<p><i>Proven ability to communicate with confidence with people at all levels, including the media, representatives from external organisations, central and local government and senior council members.</i></p> <p><i>Influencing skills, establishing and developing strong working relationships with a range of people from relevant organisations including professional bodies.</i></p> <p><i>Develop, implement and monitor the aims, objectives and strategies and communicate these on behalf of the service and review these regularly considering changes in national policy/ regulations and council priorities and strategies.</i></p>	<p>E</p>	

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	<p><i>Ability to persuade customers (including members of the public, builders etc) to take a certain course of action or not, as well as negotiating around fees depending on the scale of the project.</i></p> <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 and Health and Safety Executive.</i></p> <p><i>Have a professional attitude to influence Architects, Agents and/or Developers whether to use the Local Authority Building Control services or the private sector.</i></p> <p><i>Ability to market and promote Building Control.</i></p>		
<p>Authority and credibility to build relationships and engage successfully with colleagues, partners and customers at all levels in complex or politically sensitive situations.</p>	<p><i>Manage and communicate on 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 whilst working with and engaging stakeholders.</i></p> <p><i>To develop and present a customer-focussed and responsive approach that improves service delivery.</i></p> <p><i>Proven ability to deliver presentations to a wide range of audiences in a confident and persuasive manner.</i></p>	<p>E</p>	
<p>Initiative, strategic and political awareness demonstrated in innovative approach to problem solving and decision making.</p>	<p><i>Demonstrable experience and involvement in innovative, progressive and transformational methods of working, thinking outside of the box.</i></p> <p><i>Planning skills, proven ability to successfully deliver projects in terms of time, cost and quality.</i></p> <p><i>Decision making skills, effective, quick thinking and problem solving.</i></p>	<p>E</p>	
<p>Excellent planning and organisational skills with experience of managing and delivering a service to organisational requirements.</p>	<p><i>Previous and demonstrable success in delivering innovative and creative solutions to service delivery.</i></p> <p><i>Ability to establish and maintain a performance-orientated culture which delivers efficient and effective customer services for the Authority.</i></p> <p><i>Able to deal with, administer and distribute over 1000 No. Building Regulation</i></p>	<p>E</p>	

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	<p><i>applications each year to ensure that these are checked within the statutory time periods with allocation of the applications, for plan checking, to the surveying team basing decisions for allocation on the technical ability of the Surveyors with respect to the complexity and risk to life safety and the potential for building failure.</i></p> <p><i>Able to plan and manage a team of skilled Surveyors to ensure the workload is effectively covered including site inspections covering a large geographical area, monitoring workflow of site inspections which include those with short reactive response times from booked to inspection undertaken on site.</i></p> <p><i>Proven ability to lead, motivate and develop staff in a performance-focussed culture.</i></p> <p><i>Develop, manage and implement a charging regime for the section, ensuring that fees are set at an appropriate level to be self-financing and taking account of the local market conditions.</i></p>		
<p>Good ICT skills including use of Microsoft applications and specialist systems.</p>	<p><i>Demonstrate ability to use technology to improve business effectiveness.</i></p> <p><i>Experience with computer literacy in standard Microsoft applications and specialist building control packages.</i></p> <p><i>Understand how technology can bring about improvements/efficiency to the service.</i></p>	<p>E</p>	
<p>Qualifications</p>			
<p>Role Profile requirements.</p>	<p>Job specific examples. (if left blank refer to left hand column)</p>	<p>Essential</p>	<p>Desirable</p>
<p>Educated to degree standard or equivalent.</p>	<p><i>Degree in a management or professional/technical field and substantial experience in Building Control.</i></p>		<p>D</p>
<p>Relevant professional /vocational qualification.</p>	<p><i>Full membership of the Royal Institution of Chartered Surveyors (RICS) and/or Chartered Association of Building Engineers (CABE), or in the later stages of becoming a full member of one of the Institutes.</i></p> <p><i>Evidence of previous continuing professional development in line with the Institute of membership.</i></p>	<p>E</p>	
<p>Other Requirements</p>			
<p><i>The Building Control Manager requires extensive knowledge of Building Control and associated legalisation involving a high degree of technical competency which would have been gained over a substantial period through</i></p>			

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study and experience.

The Building Control Manager is working in a business model environment where customers have a choice of whether to use Local Authority Building Control or Private companies for the Building Control elements of their project. The Building Control Manager has entrepreneurial characteristics, is customer focused and performance goal oriented.

The qualification provides the technical/academic know-how to perform all the tasks required for this post. The work associated with this role requires significant building construction knowledge. However, to perform at the required level significant experience is required to put into practice the learned knowledge, as every situation is different there is no single solution, so all decisions made are based on knowledge and experience gained over time.

The Building Control Manager undertakes a continuous assessment of site-based inspection processes and aligning with the Surveyors technical abilities for each stage of the work depending complexity and risk to life safety and the potential for building failure.

Organisation Structure

Building Control Surveyors spend their time checking plans and buildings on site for compliance with Building Regulations. The Building Control Manager is responsible for allocating work, checking the accuracy of the work and support the Surveyors on technical matters, also there is support via a technical admin team. Regular meetings take place with the team to ensure the team are fully conversant with all current Building Control legislation and policy. Plan checking and site inspection policies are constantly reviewed and adjusted considering changes to Approved Documents, British Standards and Government Guidance Documents. Technical issues and questions are regularly raised by the Surveyors with discussions around developing solutions and policy notes. These are on a day to day basis with monthly team and technical meetings.

The organisational structure;

- 1no Building Control Manager
- 1no Senior Building Control Surveyor
- 2no Area Building Control Surveyors
- 2no Assistant Building Control Surveyors
- 2no Technical Administrative Assistants

BUILDING CONTROL STRUCTURE (CURRENT)

