

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## Job Accountabilities

<b>Job Title:</b> Building Control Service Manager	<b>Job number:</b> WM0453
<b>Service Area:</b> Planning	<b>Team:</b> Building Control

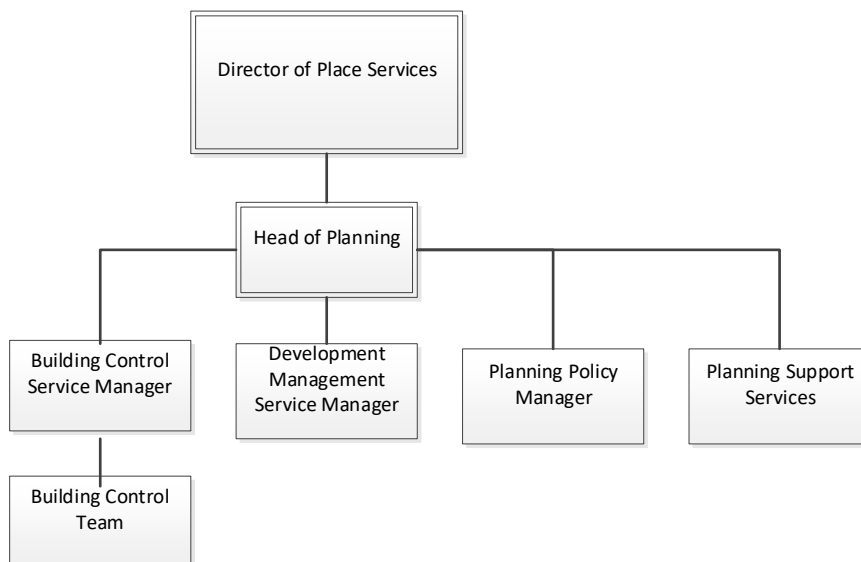
### JOB PURPOSE

To establish and organise the Building Control function to ensure the provision of a quality, efficient and cost-effective Building Control Service to secure a safe, healthy and sustainable built environment for the Royal Borough of Windsor and Maidenhead.

To manage the workload of the Building Control Service to ensure that building control applications are dealt with efficiently, speedily and professionally within statutory guidelines, performance indicators.

To ensure that the activities of the service recognise and respond to the needs and requirements of all its customers both directly and indirectly related to Building Control.

### POSITION WITHIN SERVICE STRUCTURE



## **JOB ACCOUNTABILITIES**

### **Service delivery accountabilities**

1. To establish the Council's new Building Control Service and then lead and manage the operation to deliver an effective and efficient Building Control service within available resource in accordance within statutory guidelines and having regard to the Council's obligations as Building Control Authority.
2. To formulate the Building Control Service Plan including service objectives, service standards and performance targets, having regard to statutory requirements, best practice and national guidance and the Council's corporate policy and objectives. Monitor and evaluate progress and delivery against objectives set.
3. Ensure the service operates within budgetary constraints, managing and achieving income targets to ensure that the service is self-financing.
4. To act as the Council's principal advisor in respect of all aspects of the statutory Building Control function and positively contribute to the Council's efforts to develop strategies and maximise the delivery of sustainable development through the outcomes delivered.
5. Identify and implement solutions whereby the Council's Building Control Service can positively contribute to addressing the Climate Emergency declared by the Authority and provide overall support to the Council's sustainability agenda.
6. Report to the Head of Service and Lead Member regularly and other Members as appropriate on progressing identified Building Control issues.
7. Analyse, prepare and present the Council's case in a wide variety of forums on Government proposals and changes in legislation. Deputise for Head of Service on occasion at Directorate and other senior meetings.
8. In conjunction with the Head of Planning and other managers, contribute effectively to the overall corporate objectives and management of both the Directorate and Planning Service as a member of its Management Team, including leading on initiatives to improve the performance to ensure its effective and efficient operation.
9. To monitor, review and report on the unit's performance in line with the British Standard Institutes performance requirements, to ensure a high quality and best value service is delivered to all customers.
10. To exercise the delegated powers allocated to the post by the Council's Constitution.
11. Investigate and take requisite action relevant to protect the public from dangerous structures. To appoint, direct and co-ordinate emergency contractors, consultants and other emergency services. To implement and operate arrangements for the provision of dangerous structure advice to the emergency services outside normal office hours, and to participate in the provisions of the corporate civil emergency planning process.
12. Responsible for the management of the service's documented Quality Management System to ISO: 9001:2000 standard.
13. To ensure that the service's high level of customer care and focus is maintained and expanded, as the agenda for Building Control becomes wider, throughout the service.

**Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook; these include:**

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Our corporate values
- Budget management
- Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	<p>Relevant qualification</p> <p>Appropriate membership of Royal Institute of Chartered Surveyors.</p>		Application and verification of qualifications at interview.
Job Competence summary (knowledge, skills, abilities, experience)	<p>Significant senior management level experience of building control, local government and finance including ABE or similar.</p> <p>High level of people management skills, experience of leading and motivating a team.</p> <p>Ability to think strategically, and experience of business planning.</p> <p>Knowledge of sustainability measures such as BREEAM and Code for Sustainable Homes.</p> <p>Comprehensive financial management skills.</p> <p>Commercial acumen including wide knowledge of the building control market.</p> <p>Significant experience of performance management techniques, including setting and monitoring of key performance indicators.</p>		Application, interview and assessment.
Other requirements	Driving license and access to a vehicle.		

(eg unsocial hours working, driving licence, fit to drive Council vehicle etc)			
Politically restricted post			
Yes			