



Role Profile

Job Title:	Building Control Team Manager	
Post Number:	(Two posts, TBC)	Grade: HMG2
Department:	Housing Planning & Communities	
Section:	Building Control	
Reports to:	Head of Building Control	

PURPOSE OF ROLE:

To undertake specialist or technical assessments/activities and make decisions on those assessments, using skills that would have been gained through qualifications and practical experience, to effectively deliver the Building Control function throughout the Council's jurisdiction and as part of any partnering or similar scheme, ensuring buildings comply with the relevant regulatory standards in terms of health, safety, sustainability, energy conservation, accessibility and design.

To be able to effectively manage and evaluate a caseload of a full range of developments with specific focus on more complex schemes and premises including those in scope with the building safety regulator, examining plans and carrying out site inspections, initiating and dealing with enforcement action.

Where appropriate and within limits of competence provide supervision and management of the work of others within the Building Control sections management framework not having the appropriate band of competence.

You will lead an area team within the Building Control service to carry out examination and inspection of Building Regulation submissions, plans and site work to ensure building works comply with Building Regulations, including some administrative work. To manage the allocation of projects to officers with the appropriate level of experience and make sure consultations and liaison with other sections and departments are undertaken. Ensure this is done within set deadlines and to a good standard.

Assessing dangerous structures and implementing immediate remedial works including participation and assistance in the management of the Dangerous Structure Rota to ensure the successful delivery of an out of hour's emergency service.

Undertake staff PDA's and oversee staff training plans.

Development and delivery of technical presentations for all staff, internal partners and external clients.

To ensure that Building Control work is carried out in accordance with documented procedures, timescales and deadlines.

With training undertake other works or manage staff undertaking other works such as Architectural Design, Fire Risk Assessments, and Party Wall Agreements etc.

Responsible for: 4 technical, 1 technicians and 1 administrative staff. (This may decrease/increase dependent on service requirements)

KEY ACCOUNTABILITIES:

The specific responsibilities of this flexible role will vary and may alter from time to time to respond to the needs of the service. Responsibilities will include (or be equivalent to) those listed below:

You will be responsible for discharging the Council's statutory duties under the London Building Acts (Amendment) Act 1939, the Building Act 1984, the Building Regulations (As Amended) 2010, Safety of Sports Grounds Act 1975 and Fire Safety and Safety of Places of Sport Act 1987. These Acts and Statutory Instrument confer a duty on this Authority to enforcement Building Regulations, Demolitions, Safety & Sports Grounds, Dangerous Structures, Dilapidated and Ruinous Structures and keep a register of Initial Notices and Competent Person Schemes.

You will provide an efficient and well managed Building Control Service to ensure all Building Regulations Applications (Full Plans, Building Notices, Regularisations and Reversion Applications are checked, inspected and completed to ensure compliance with Building Regulations and all relevant British Standards.

Based on validated competence, without direct supervision, manage a portfolio of development sites, including high-risk building schemes (new applications, regularisations and reversion applications) and maintain proper records, for plan appraisals and site inspections, the evaluation of work/remedial action, working within a framework for inspections of projects to ensure compliance with current Building Regulations, Building Act 1984, allied legislation and technical standards.

Under supervision (based on validated competency), manage a caseload of special projects (including new applications, regularisations and reversion applications) and maintain proper records, for plan appraisals and site inspections, including dangerous structures and undertake 'out of hours' work in accordance with a team rota with appropriate supervision. Carry out remedial/enforcement action as required under the direction / supervision of a more competent / validated Building Control Surveyor.

Within limits of competence provide accurate information, advice and professional support to businesses and/or individuals, in accordance with the inspection framework or through 'spot checks' and ensure appropriate action is taken to comply with legislation and technical standards.

Either inside the band of competence, or outside of it but under supervision, investigate matters, including complaints from elected members and the public, the control of demolition, dangerous structures, contraventions and unauthorised works and initiate and undertake enforcement action, as necessary, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council's obligations under the Building Act 1984 and be available to partake in the "Out of Hours" rota. The post holder will arrange for files of evidence to be deposited with the council's solicitors and where necessary attend magistrates court as the council's expert witness in associated enforcement cases. All actions, taken whilst compiling reports on continuing work and decisions taken for the health, safety and welfare of the wider community will be notified to the management team.

Within the limits of competence support and supervise, in accordance with the management framework, other members of the team including, where agreed, the delegation of plan checking, site inspections and other duties.

Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach to the provision of guidance, advice and service delivery.

Establish and maintain appropriate links with building professionals, providing an excellent customer-focussed service (either face-to-face or other appropriate form of communication) and support the development of the building control service and with the exploration of new and expanding markets to encourage new and repeat business.

Respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/or end of the day.

Understand the vision, values and strategic priorities of the Council so that Officers are engaged and motivated to deliver the Council's strategic and service priorities and objectives.

Actively pursue personal development of skills, knowledge and competency necessary for effective performance in the role, for the team, service and authority.

Contributing to our Quality management Systems and the continued registration to ISO 9001.

Contribute to a strong, efficient and effective performance culture with a focus on service excellence and customer satisfaction.

Undertake Enforcement of the Building Regulation function, including Unauthorised Work, Contravening Works and Reversion Works.

Process Section 80 Demolition Notices ensure all statutory consultations are undertaken and Section 81 Notices are served.

Ensure the Sports Grounds Safety Authority (SGSA) guidance compliance.

Assist with the delivery of an effective Dangerous Structure Service. Ensure all reported Dangerous Structures are investigated, surveyed and where applicable Dangerous Structure Notices are served. Including recovery of costs incurred as a result of work to make structures safe.

Undertake enforcement of Dilapidated and Ruinous Structures where it has been demonstrated that the building is considered prejudicial to the inhabitants of the neighbourhood.

Ensure the Initial Notice and Competent Person Registers are kept up to date and accessible for residents, personal search agents etc. to access the information.

Participate in the Council's emergency planning and responses to emergency situations when required to do so.

Assist in the conduct of elections when required to do so.

Deputise for the Head of Building Control as required.

These are the values that drive us:

Lead with heart

We're here for the people of Hounslow. We work together with them and for them with care and compassion, with patience, and in partnership. We put ourselves in others' shoes, remembering that every person is different and every interaction is a real moment in their lives. We always feel first.

Do new

We need to do things differently if we're going to help Hounslow people thrive in the future. Hard work is important but it's not enough on its own. We need to challenge ourselves to break new ground, invent new approaches, try new ideas, keep moving forward, and keep improving. That means being ready to stop doing things we've done before. It means taking on risk and backing each other when we take a leap.

Pass on the power

The world keeps on changing and we need to change with it. We won't be able

to adapt fast enough to the future needs of our residents if we stick to old-fashioned command and control. We need to hand over responsibility and give people more power to make decisions and take action themselves. It's about being transparent and straightforward. It's about providing tools and support. But most of all, it's about being ready to trust each other to do the right thing.

Harness the mix

We work together, across disciplines and roles. We talk lots, share our insights, our skills and experience. We're not interested in siloes or defensiveness. We're always open to different approaches, we're flexible and ready to adapt. We break down the barriers between our parts and people to unlock the problem-solving power of our amazing mix of minds.

Be a rock

There's lots to do and people need us. It's up to us to take the initiative. To take responsibility. To stand up and be counted. Everyday. It's about being super focused, effective, and efficient. It's about allocating our resources smartly and with good rationale – using data to help guide our decisions. But most of all, it's about having the strength and determination to keep on going through thick and thin.

The top 5 things about you that are most important:

1. You will, where necessary, instruct and advising Senior Building Surveyors, Building Surveyors, Graduate Surveyors and Structural Engineer on the interpretation and implementation of legislation and appropriate administrative work.
2. Your substantial knowledge of all relevant Building Acts, Building Regulations, Safety at Sports Grounds Legislation and all other regulatory documents associated with the Building Control Service.
3. You know how to communicate expertly. Your ability to engage with complex concepts and issues and communicate these clearly and simply is one of your strengths.
4. You will have the ability to explain requirements to builders, developers, members and members of the public both orally and in writing and the ability to examine plans for compliance with all aspects of the Building Regulations.
5. You will have the ability to carry out the full range of site inspections, solve problems concerning building matters and to make decisions on site, including for complex projects.

QUALIFICATIONS:

Educated to degree level in a relevant subject such as Building Control, Building Surveying, Construction, and/or be able to demonstrate learning at an equivalent level. Full corporate membership of the Royal Institution of Chartered Surveyors or the Association of Building Engineers, or similar Professional Institution membership at corporate level involving a significant Building Control element.