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| **Role Title:** | Building Control Manager | **Directorate:** | Public Health, Regulatory Services, Planning & Economy | **Version:** | March 2025 |
| **Reports To:** | Head of Planning  | **Grade:** | 12 | **Budget:** |  |
| **Direct Reports:** | Building Inspectors and Local Land Charges and Street Naming Manager |

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| **Role Purpose:** | **Key Accountabilities (max 6)** |
| **To lead and manage the delivery and performance of the Building Control, Local Land Charges and street naming services, supporting the delivery homes and economic development**  | **1.** Overseeing theeffective provision of building control services**2.** Ensure the service adheres to all regulatory requirements**3.** Delivering an innovative, accessible and customer focussed service**4.** Managing a service that is aligned to strategic direction and operational objectives **5.** Leading and managing the service team |

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| **Key Accountabilities:** | **Key Measures of Success:** |
| **1. Overseeing the provision of regulated building control services*** Set and monitor standards, objectives and measures in relation to the provision of building control and planning services
* Own, review and keep up to date building control policy, procedure and process
* Develop and maintain systems for effective registration and validation of planning applications
* Horizon scan and stay up to date with new development, environment and building regulations, localised risks and council objectives that may affect planning applications and decision making
* Ensure a prompt and effective response to reported dangerous structures
* Oversee the provision of all required national data returns
* Manage the building control and Local Land Charges and Street Naming budgets
* Provide regular required management reports on the performance of the service
 | * Planning KPIs met or exceeded
* Data provision in line with National Standards
* Function delivered within budget, with accurate budget forecasting
* Accurate and timely reports
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| **2. Ensure the service adheres to all regulatory requirements*** Ensure that costs of chargeable functions are recovered from fee income and that the Building (Local Authority Charges) Regulations are complied with
* Act in the statutory role of Appointing Officer and ensure compliance with the Party Wall Act
* Ensuring compliance with Building Safety Regulation requirements, CDM regulations, HSE Safety Management systems and all other legislative and regulatory requirements in relation to building control
* Ensure compliance with the Town Improvement Clauses Act 1847, the Public Health Act 1925 and the Council’s Street naming and property numbering policy
* Ensure compliance with heritage preservation and conservation legislation in the provision of services, working with internal expertise
 | * Audit results are positive
* Evidenced legislation compliance
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| **3. Developing and delivering an innovative, accessible and customer focused service** * Develop and promote digital services in relation to service provision, overseeing the outsourced ICT service in relation to Building Control
* Oversee the development of technical support ensuring all support systems operate effectively to streamline Building Control activities.
* Provide expert technical and regulatory advice to stakeholders in relation to building control and development
* Liaise with agents, developers and other stakeholders to resolve issues and ensure regulations are met
* Measure and monitor timescales for key building control service milestones and deliver within KPIs
* Ensure all communications and notices to are delivered professionally with the highest standards of customer service
 | * Evidenced continuous improvements in approaches
* Customer feedback on process is positive
* Increase in use of chargeable services and cost recovery
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| **4. Managing a service that is aligned to strategic direction and operational objectives** * Developing and actioning operational plans to support the strategic direction and continuous improvement of the function
* Contributing to the strategic direction of the function with service intelligence, knowledge and expertise
* Developing and maintaining relationships with external local national, regional and government agencies as appropriate
* Highlighting risks for the area of responsibility, developing plans to mitigate, and closing off actions
* Reviewing and maintaining effective systems and processes to ensure the integrity of data
* Identifying and resolving discrete problems and issues, escalating when outside of delegated authority
* Preparing in advance for strategic and operational changes affecting the service, and aligning priorities
* Working in partnership with management peers, identifying critical dependencies, supporting alignment, and highlighting areas for improvement
* Engaging with elected members on specific issues and queries, attending /presenting at meetings of the executive and the CLT where required
* Building effective working relationships with key internal and external stakeholders to support collaborative planning for operational changes and problem resolution
* Provide expert technical advice to support wider council strategy, development and other aims and objectives
* Working in accordance with council policy and values
 | * Contributed to the strategic direction of the service
* Operational plans in place and monitored
* Risks highlighted and managed
* Evidenced preparedness for surges in demand
* Escalation is appropriate
* Working collaboratively with peers and external stakeholders
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| **5. Lead and manage the team** * Setting objectives, allocating work and monitoring delivery
* Building capability with coaching, training, and mentoring
* Plan and secure resourcing requirements for delivery of the service, including external consultants and contractors where required
* Ensuring resourcing is effectively planned to support business continuity, succession planning and team resilience
* Holding performance and development conversations with direct reports, acting on performance improvement needs and supporting career pathway aspirations for the team
* Rewarding and recognising good performance and values led behaviours
* Creating an inclusive team environment that supports wellbeing, innovation, and growth
 | * 100% team performance and development conversations in place
* Building Control plans against needs assessment and/or for succession planning is in place
* Relevant employee survey feedback is positive
* The team are innovating and working together well
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| **Enablers to the Role (Skills, Knowledge, Experience)** |
| **Skills*** Strategic thinking: able to align programmes and function plans with the wider organisational vision and direction
* Leadership: able to coach, mentor and motivate a team, and other stakeholders as a subject matter expert (SME)
* Relationship building and communication: able to influence, inform and engage multiple internal and external stakeholders
* Data analysis: able to interpret performance, carry out needs analysis and produce financials to inform strategy
* Organisation and time management: able to meet multiple deadlines
* Attention to detail: able to interpret technical guidance and legislation

**Qualifications and Knowledge** * Related Qualification at degree level relating to the construction industry
* Registered with Building Safety Regulator up to Class 2 (F)
* Leadership and Management qualification (Chartered Institute of Management or similar) Desirable
* Expert understanding of building control legislation

**Experience*** Extensive experience in Building Control regulation
* Planning resourcing and measure performance of a time bound statutory service
* Customer service excellence, communication and issues management
* Effective relationship building with clients and senior stakeholders
* Understanding of public sector funding and governance arrangements
* Budget management
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