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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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 | |