**Job Description**

**Main Purpose of Job:**

To manage and deliver the Building Control Service in an area of the Building Control Partnership and manage assigned staff.

To ensure effective delivery of a high quality Building Control Service that is self financing for the Building Regulation element of the service.

To support corporate projects to ensure that priority is given to corporate interests of the Council and to improve the delivery of the overall planning service.

As one of the three Team Leaders, to be the appointed lead officer for one of the following areas of work as assigned for the partnership:

* Commercial development and support for new and existing customers
* Training and competency development and assessment of staff to ensure the staff are suitably qualified for the work undertaken
* Process and quality assurance work to ensure business practices are sound and that income levels are meeting budget targets

To develop and promote the Building Control Partnership across the two Council areas and actively participate in LABC events regionally and nationally.

**Our Values:**

You will be expected to work in line with our values which are:

|  |
| --- |
| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

1. To lead, manage and motivate a team of building control professionals in delivering building control and enforcement functions within a geographic area in East Suffolk and/or Ipswich Borough Council.
2. Direct line management of the team including recruitment, development, facilitation of CPD, performance management and support.
3. To support the Building Control Partnership Manager in undertaking general management duties to achieve and deliver high quality service and performance and deliver continuous improvement. This includes helping to provide support during periods of absence.
4. To provide direction and support to the team on the effective implementation of constantly changing legislation and promotion of public awareness, ensuring consistency of interpretation and application of regulations across the teams.
5. To work collaboratively with the other Team Leaders in a shared responsibility for ensuring the surveying teams across the three Partnership Authorities are managed, monitored and measured in line with the expectations of the Building Control Partnership Manager.
6. To support and develop the cohesion of the Building Control partnership, through the active encouragement of process and service alignment across the partnering Authorities.
7. To work closely with the Building Control Partnership Manager and team leaders to develop a specialist partnership management working arrangement across the partnering Authorities.
8. To support the marketing and promotion of the services and the development of new business opportunities in a competitive market and to support the development of the partnership service further, including optimising the use of ICT and remote working.
9. To act as a professional adviser on all Building Control matters to other colleagues in Planning Services, other service areas or other public/voluntary bodies.
10. To maintain close liaison between Building Control and Development Management, and other appropriate regulatory disciplines.
11. To support the development and enhanced working practices to deliver improved developments within the district. This is to include working with colleagues in Planning Services to deliver an improved enforcement and monitoring regime for developments taking place within both Council’s and participating in corporate projects and initiatives.
12. To participate in an out of hour’s emergency service relating to dangerous structures etc and a method of providing access related advice.
13. To deliver the service to ensure that the Councils meet their statutory obligations with regard to the Building Regulations and allied legislation, including checking straightforward structural calculations with a view to preventing and solving problems and negotiating with applicants and agents to secure modifications of submitted details to comply with legislation and guidance.
14. To appraise and conclude challenging situations including complaints and disagreements on behalf of the partnering Authorities in a professional and controlled manner when required.
15. To appraise and calculate individual fee quotations upon request in all geographical areas of the Partnership and beyond.
16. To actively encourage and utilise the LABC partnering framework individually and amongst the surveying teams across the two Authorities.
17. In addition to the above each Team Leader will take responsibility for one of the following areas of work for the partnership area:
* To be the technical lead for developing and maintaining the competencies of the team to ensure they achieve the minimum standards necessary to undertake the work assigned. This will include maintaining competency logs and developing and assigning training of staff and regularly arranging appropriate training and assessment. Such training and development opportunities to be also provided for customers.
* To support the Partnership manager in ensuring working processes and practices are up to date and meet the standards required to deliver an excellent service. This will ensure that the Partnership is the choice for business and that the income of the teams meets budgetary requirements to be cost neutral. The role will also ensure that the teams have access to the best equipment and are trained to use it
* To develop the commercial opportunities of/for and with the team and to retain existing and attract new customers to the service against agreed targets. To oversee the partnering work of the teams and ensure that these areas of work are properly managed and maintained. To be the go-to person for customers, in discussion with the Partnership Manager and relevant colleagues to ensure the reputation of the service is maintained and enhanced.
1. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
2. To promote and adhere to the workplace values of our organisation.

**Line Manager: Building Control Partnerhsips Manager**

**Responsible for: Building Control team within assigned area**

**Political Restriction:**

This post is politically restricted under the Local Government and Housing Act 1989 and postholders are prohibited from seeking public election, holding political office, writing or speaking publicly on matters of political controversy.

Note: This is a description of the job as it is constituted at (**December 2022**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge and Experience:** | * Considerable post qualification experience in Building Control
* Considerable evidence of working on tasks requiring a high level of self organisation and motivation.
* Experience of working with disabled legislation.
* Experience of successfully and effectively managing staff
* A good grounding in a wide range of building control issues and experience within building control
* A working knowledge of building control law and procedures
 | * At least 5 years experience in local government
* Experience and knowledge of IT in relation to the Building Control service
* Experience in marketing a building control service
* A working knowledge of IDOX / CAPS / ACCOLADE building control modules and Document Management Systems
 |
| **Skills and Abilities:** | * An ability to analyse proposals and to make decisions on them
* The ability to assist, train and motivate staff (leadership)
* The ability to communicate effectively both in writing and orally, with the ability to listen to and influence others
* Ability to work independently with minimum supervision at senior level
* Ability to prioritise workload and demonstrate time management skills
* Computer literate
* Ability to meet deadlines and to work effectively under pressure
* Ability to work well as part of a team and promote a team approach
* Ability to think logically and analytically
* Ability to identify areas for service development and improvement
* An understanding of the role of coach/mentor
 |  |
| **Education and Training:** | * Membership of the Royal Institute of Chartered Surveyors (RICS) or Association of Building Engineers (CABE)
* Considerable experience working in a building control area with evidence of a high level of performance.
 | * A recognised qualification in a related or relevant discipline (e.g. architecture, management)
 |
| **Other Requirements:** | * A commitment to own development and to supporting training and development initiatives.
* Must be mobile / have access to a car to attend business meetings at other sites / locations within the district on a regular basis.
* Infrequent Travel - This organisation positively encourages the use of technology to communicate and engage, but on occasions, there may be a requirement for you to travel using reasonable and suitable means available to you and agreed by the authority.
* Flexible and willing to work outside of normal working hours.
* A capability of visiting premises/sites given normal/approved means of access
* Reasonable sensory abilities and mobility required to inspect premises and sites
* Able to cope with heights
* To be fit to go on sites in winter weather
 |  |