



**North
Northamptonshire
Council**

North Northamptonshire Council Job Description and Person Specification

Building Control Manager

Service Area: Regulatory Services

Reports to: Head of Building Control and Local Land Charges

Salary scale: NCC Grade M, subject to assimilation to NNC pay and grade structure.

Responsible for: Building Control and Technical Support Teams

Purpose of the job

- To provide an effective service for managing the Council's Building Control functions relating to the regulation and enforcement of the Building Regulations 2010, the Building Act 1984 and associated legislation and dealing with dangerous structures in the interest of public safety and in line with corporate objectives, including the management of Technical Support functions.
- To deliver a professional customer focused LABC service which meets customers' needs and delivers good customer satisfaction and which fully explores future opportunities to grow market share and maximise income
- To lead the Building Control service in promoting sustainable construction and energy efficiency improvements throughout North Northamptonshire through the provision of supportive regulation to developers/builders/householders and through public information and awareness.
- To support the Head of Building Control and Local Land Charges through the process of change with the introduction of new legislation that impacts upon service delivery and provide advice and support to other council services that could also be impacted.
- To support the Head of Building Control and Local Land Charges to deliver transformational change and innovation in services within your area of responsibility and cross cutting other areas of Regulatory Services and wider council service provision.

Principal responsibilities

1. Day to day management of the Building Control Surveying team and Building Control Technical Support Service, managing resources to ensure that the service meets statutory requirements and monitoring performance to ensure that the service meets service plan and performance indicator targets and operational needs.
2. To act as the lead officer and senior technical advisor for Building Control, providing legislative guidance and technical support to the Building Control and Technical

Support Teams and the council. Preparing reports and attending meetings as required.

3. To apply and manage the implementation of the ISO 9001 Quality Management System accreditation process and/or other initiatives to ensure a consistently high quality of service delivery to service users.
4. To take an active role in the organisation, management, and participation of a dangerous structures response service and to oversee and manage enforcement action taken by the team, to ensure that it meets internal policy as well as statutory and good practice requirements, to minimise the risks upon the council and protect public safety.
5. To proactively manage staff development and training to ensure the team has the requisite levels of knowledge, skills, and competency validation to perform their roles.
6. To work with the Head of Service to develop a marketing strategy to increase income and market share.
7. To deputise for the Head of Building Control and Local Land Charges in respect of these services and in respect of other services within the service as and when required.
8. To ensure that there is effective and timely forecasting and analysis of business and financial data to enable robust budget management and budget planning, minimising financial risks, and maximising potential efficiencies.
9. Contribute to the overall management of risk, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating, and managing risks to secure the reputation of the council. This includes provision of Building Control assistance for business continuity or emergency plan purposes.
10. Lead and develop the procurement strategies for services and contracts in order to secure cost-effective outcomes by:
 - Contract development, negotiations, and regular review in order to ensure the availability of required services and promote service improvement planning and delivery.
 - Developing partnership arrangements.
 - Develop management information with customers and contractors in order to manage performance and costs effectively.
 - Contribute as part of the management team to corporate strategies and policies and working with colleagues in other directorates and partner organisations.
 - Oversee the work of the teams, consultants and contractors and ensure that correct technical and contract management procedures are followed.
11. Provide professional and managerial support to, and work with the Head of Service to develop strategies and plans that identify and recommend improvements that transform service delivery to ensure long term management of the service is sustainable in terms of meeting legislative obligations, financial constraints, and key performance targets.
12. Lead, motivate and support Building Control team colleagues, setting the direction for the service, creating a culture of empowerment and trust, undertaking line management duties of direct reports, being accountable for the budgets and performance of the service including health and safety and risk management.

13. Produce effective and efficient customer reporting tools and documents that demonstrate and promote the value of the Building Control service. Maintain systems to inform and receive feedback (including complaints and suggestions) from customers, partners, suppliers, stakeholders, and employees; and to evaluate that feedback through the assessment of "lessons learned" in order to ensure continuous improvement in the delivery of the service. Ensure that customer-focus and best value is promoted as a core value.
14. To support the delivery of the councils Carbon Reduction Plan, including responsibility for proposing cost effective solutions and taking measures within the Building Control Service to reduce consumption of water and energy and emission of greenhouse gases and meet the councils net zero target.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



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Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Degree or equivalent experience in a construction related discipline e.g. Building Surveying, Construction Management or similar</p> <p>Membership of relevant Professional Body e.g. CABE, CIOB or RICS</p> <p><i>(Exceptionally, if a candidate is not a member of a professional body but can demonstrate through their experience that they meet the requirements of the role, we would encourage their application)</i></p>	Management qualification or similar, e.g. CMI, ILM
Experience and Knowledge	<p>Extensive knowledge and understanding of the Building Regulations 2010, the Building Act 1984 and associated legislation.</p> <p>Extensive Knowledge and understanding of Building Control service delivery including working at a senior level.</p> <p>Significant experience working in a building control surveying capacity within a local authority building control environment.</p> <p>Evidence of continual professional development</p> <p>Knowledge and experience of how to effect cultural and behavioural change, developing high performing teams.</p>	Strong contract management and project management skills.

Attributes	Essential criteria	Desirable criteria
	<p>Excellent business and service planning knowledge and experience</p> <p>Demonstrable experience of managing people</p>	
Ability and Skills	<p>Excellent leadership, negotiation and influencing skills, including change management and improvement in service delivery.</p> <p>Ability to work to tight deadlines and be flexible in work approaches.</p> <p>Demonstrate excellent communication skills level of written and oral communication and IT user skill.</p> <p>Ability to develop and maintain good working relationships with a wide range of customers, stakeholders, and partners.</p> <p>Innovative approach to problem solving and achieving value for money.</p> <p>Strong performance and financial management skills</p> <p>Willingness and ability to participate in an out of hours dangerous structures response service</p> <p>Ability and willingness to travel around the county, including at short notice.</p>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	