Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Building Regulations Principal Designer	**Grade**: MG1
Section: Design Service	**Directorate:** Resident Services
Responsible to following manager: Head of Service	**Responsible for following staff:** N/A
Post Number/s: RWHPR010	**Last review date:** October 2026

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Sensitivity: Official

Job Purpose

- Act as the appointed Building Regulations Principal Designer for projects undertaken by Richmond and Wandsworth Councils.
- Manages the BRPD function to ensure BSA compliance and coordinates with the duty holders to ensure compliance with relevant Legislation & Regulations.
- Manages the daily operations management, support the client in maintaining the golden thread information and ensure gateway submission criteria are met.
- Take responsibility for coordinating and submitting gateway applications to BSA for HRBs and to manage all communications with BSA in relation to such applications.
- Support the daily operations management, contribute to developing and maintaining templates, procedures and QA systems.
- Support clients in navigating recent regulatory changes and provide guidance to colleagues on the Building Safety Act 2022 and Building Regulations.

Specific Duties and Responsibilities

- Sit amongst the design team to shape decisions that impact building regulations compliance and work with the design team to agree paths to achieving regulatory compliance.
- Coordinate the integration of building regulation compliance across in house and external design teams.
- Prepare and maintain the Building Regulations tracker throughout the entire project lifecycle. Maintain and update Building Regulations compliance trackers, actions logs and decision records to provide a clear audit trail of compliance activity.
- Coordinate multi-disciplinary interfaces (Architecture / Structural / MEP / Fire etc) ensuring responsibilities are clear and that compliance evidence is consistent across all disciplines.
- Conduct design checks, site visits and prepare technical reports as necessary.
- Be responsible for delivering training for other team members to train them in Building Regulation compliance and management
- Assist clients and designers in preparing documentation for gateway submissions related to higher-risk buildings.
- Coordinate with consultants to ensure timely submission of required documents.
- Passionate, driven, motivated, proactive, kind and honest.

Sensitivity: Official

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

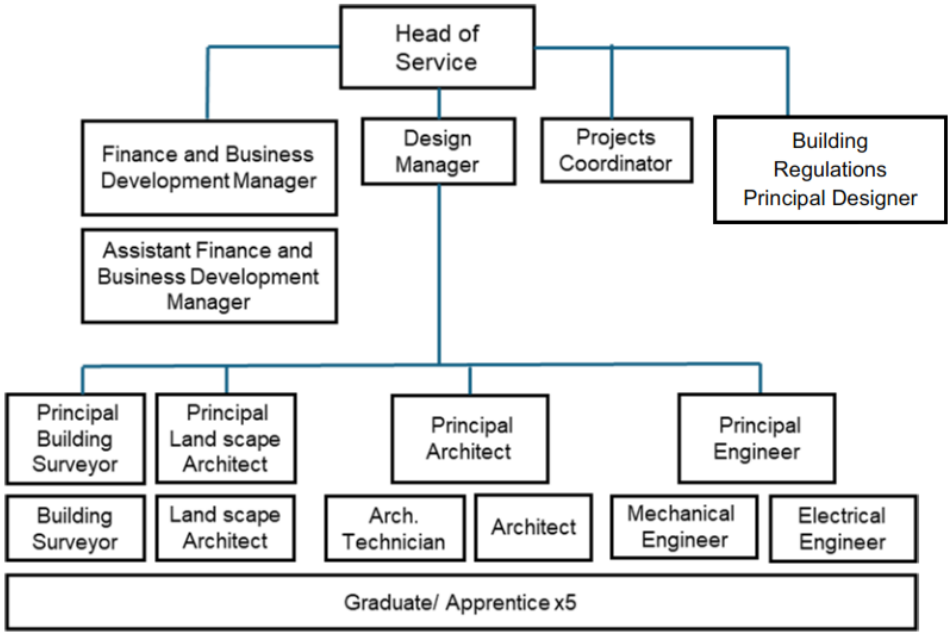
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

- Attendance at evening meetings required.
- The Service operates as a consultancy. Critical to its success is achieving high levels of customer care and customer satisfaction.
- The Service is in direct competition with the private sector and therefore needs to attract and retain creative, innovative, knowledgeable and experienced professional staff to be able to perform in a demanding environment.

Sensitivity: Official

Team structure



Sensitivity: Official

Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please familiarise yourself with our values as they are an integral part of our recruitment and selection process.

Person Specification Requirements			**Assessed by A/I/T/C (see below for explanation)**
Knowledge	**Essential**	**Desirable**	**Assessed**
Expert knowledge of CDM regulations	**Y**		**A**
Expert knowledge of the Building Safety Act 2022 and the Building Regulations etc. (Amendment) (England) Regulations 2023.	**Y**		**A**
Expert knowledge of building regulations across various sectors (e.g. residential, leisure, libraries, commercial, education, arts & culture).	**Y**		**A**
Experience	**Essential**	**Desirable**	**Assessed**
Previous experience as a Building Control Officer, Approved Inspector, or Building Control Approver.		**Y**	**I**

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Proven track record in Design Management of Designers and design sub-contractors	**Y**		**I**
Previous experience of undertaking the Principal Designer role for Building Regulation compliance	**Y**		**I**
Experience in inspecting construction sites.		**Y**	**I**
Skills	**Essential**	**Desirable**	**Assessed**
Strong verbal and written communication skills.	**Y**		**I**
Excellent documentation and field observation skills.	**Y**		**I**
Strong technical knowledge base including Building Regulations Approved Documents and design management and the RIBA Plan of Work Stages.	**Y**		**I**
Strong people management and leadership skills to chair online and in person workshops		**Y**	**I**
Proficient in Microsoft Office Suite.	**Y**		**I**
Knowledge of AutoCAD is advantageous.		**Y**	**I**
Qualifications	**Essential**	**Desirable**	**Assessed**
Degree in a construction related discipline (e.g. Building Surveying, Construction Management, Architecture, or similar).	**Y**		**C**
Professional membership such as RICS, CIOB, ARB, or equivalent.	**Y**		**C**

A – Application form / CV
I – Interview
T – Test
C - Certificate

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