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Job Profile comprising Job Description and Person Specification

Job Description

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| Job Title: Building Control Team Manager | Grade: MG1 |
| Section: Building Control | Directorate: Environment and Community Services |
| Responsible to following manager: Head of Building Control | Responsible for following staff: Senior Building Control Surveyors Building Control Surveyors |
| Post Number/s: | Last review date: February 2018 |

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of it's staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

The primary aim of the Building Control Service is to deliver high quality, robust and transparent services to ensure the Building Control service continues to be recognised as delivering an excellent service for all our customers.

The Building Control Team Manager will act as a professional specialist/expert at principal level providing definitive professional advice for the Council, creating and applying best practice and delivering successful outcomes.



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Responsible to the Head of Building Control for day to day management of a team of Building Control Surveyors delivering an effective and pro-active Building Control service.

Specific Duties and Responsibilities:

1. Provide for the day to day effective management leading a team of staff under their control including recruitment training, development and appropriate application of policies and codes of practice on staffing matters.
2. To supervise consultants and outside agencies as required.
3. To advise and support senior managers on relevant service and operational matters.
4. Responsible for ensuring compliance with the Building Regulations for a range of varying types of building work, and for keeping up with and abreast of trends, new legislation and professional and/or technical developments across the range of all building types and techniques including the most complex aspects of Building Control work. Will have specialist knowledge in at least one of the Building Control functions or regulatory areas (which can also include fire engineering).
5. Instigates enforcement and/or regularisation action and paperwork and sees the work through to a satisfactory completion. Preparation of evidence and appearance at inquiries and Court.
6. Deals with the most complex cases or specialist areas of work in the group, requiring decision making with the maximum impact on health and safety, and assists with work outside of his/her normal patch.
7. Take emergency action in connection with dangerous structures reported to the Council under the provisions of the London building Acts (Amendment Act) 1939 including the appointment of external contractors which can be outside normal hours. Where there is a requirement by the SSA to fulfil statutory obligations, there will be a requirement to work outside “normal working hours”.
8. Liaises with other Council departments and services and gives advice and direction as required at middle and senior management level.
9. To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
10. To proactively assist and, as required, carry out performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded



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within the function and innovative and creative solutions are evaluated to securing the highest quality and value for money.

11. To contribute towards the development of good working relationships and collaborative arrangements with relevant third party organisations including private, voluntary and other public organisations.
12. To ensure that fee income is maximised and the correct fee is charged for various types of work as appropriate. Negotiate fees with major developers where work is subject to competition from outside bodies. Responsible for the monitoring of fee income and ensure the correct fee details are entered on the computer for the team.
13. Monitors and controls expenditure within certain defined revenue programme areas. Manages the costing and collection of money in connection with dangerous structure charges and ensures that any necessary equipment, including PPE, computers and mobile devices are supplied and maintained.
14. As directed by the Head of Building Control, represents the Council at external meetings including London District Surveyors Association (LDSA), Local Authority Building Control (LABC), user groups and seminars.
15. Co-ordinates complex service wide responsibilities and appropriate training for staff.
16. To provide cover in the absence of the Head of Building Control.
17. To assist the Head of Building Control in the application of the provisions of the Safety of Sports Grounds legislation to designated grounds, regulated stands and all sports grounds, including Regulatory Reform Fire Safety Order responsibilities (Richmond specific).

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, 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



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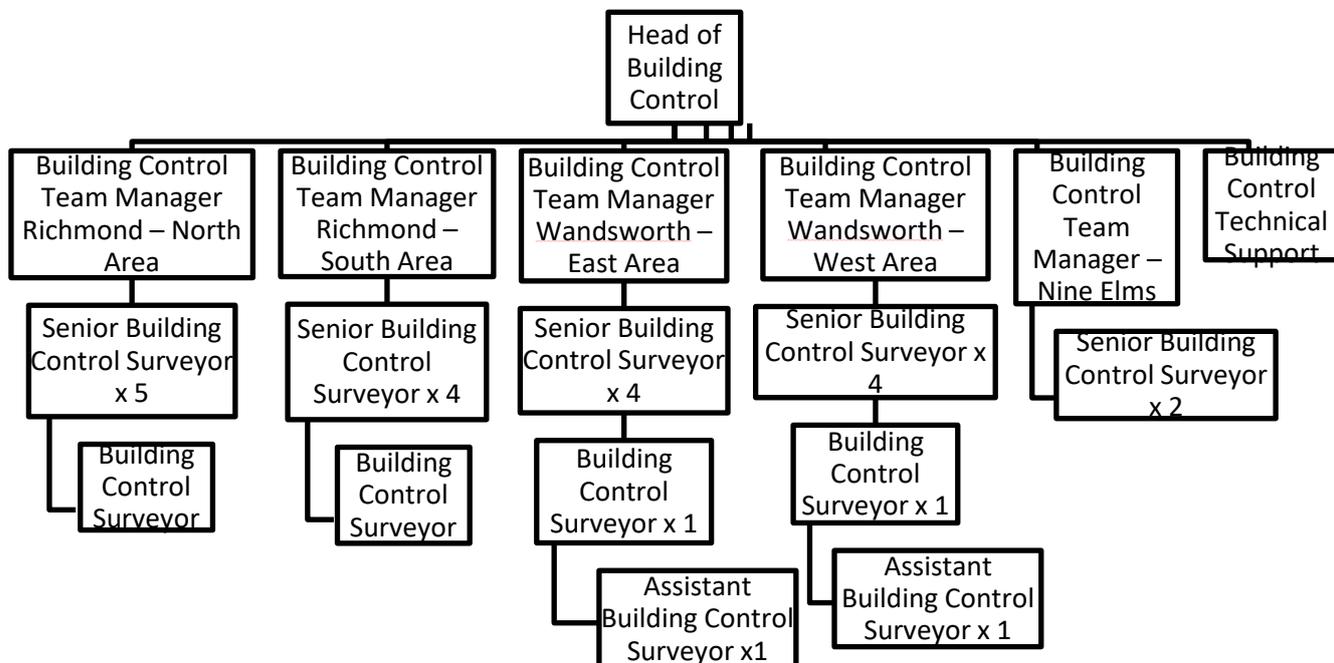
safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand the Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
- To provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff.

Current Team Structure





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Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

| Person Specification Requirements | Assessed by A & I/ T/ C (see below for explanation) |
|--|---|
| Knowledge | |
| Be fully aware of Building Control service delivery standards | A/I |
| Fully conversant with the requirements of the Building Acts, Building Regulations and associated legislation | A/I |
| Ability to demonstrate an understanding of why Health and Safety is important in employment and service delivery | A/I |
| Experience | |



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| Experienced in the assessment of reported Dangerous Structures and the direction of contractors when immediate action is required | A/I |
| Proven working experience in Building Control at a senior level | A |
| Significant experience of using standard IT packages and ability to support others in their day-to-day use | A |
| Experience of managing a small group of staff, with positive outcomes | A/I |
| Skills | |
| Able to advise other building professional and members of the public on all aspects of the Building Regulations | I |
| Ability to lead and motivate a team of Building Control Surveyors | A/I |
| Ability to demonstrate an understanding of why Health and Safety is important in employment and service delivery | A/I |
| Ability to organise and prioritise own workload, to work under pressure and meet deadlines | A/I |
| Able to promote and implement cross boundary and joint working with other organisations and to explore and exploit new methods of income generation | I |
| Qualifications | |
| Hold a degree in Building Control Surveying or equivalent and full corporate membership of the Royal Institute of Chartered Surveyors, Institution of Structural Engineers, Chartered Institute of Building or equivalent. Degree in Fire engineering (desirable). Membership Institute of Fire Engineers (desirable). | A |

A – Application form

I – Interview

T – Test

C – Certificate