

# Job Description and Person Specification

Role: Building Control Team Leader



## Job Description

<b>Job Title</b>	Building Control Team Leader
<b>Grade</b>	Grade 10
<b>Service</b>	Regulation and Communities
<b>Reports to</b>	Building Control Manager
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	A5785



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

Under the general direction of Building Control Manager:

1. Deliver a high quality and competitive Building Control service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
2. Deliver an effective and coordinated Building Control function through design appraisal and site inspection service having due regard for the commercial sensitivity of the service and its operation as a stand-alone business unit.
3. Ensure the safety of the public both through the management and response to dangerous or dilapidated structures and a coordinated approach and response in relation to public safety.
4. To assist the Building Control Manager in shaping a vision and direction for the service area, setting out very high expectations and with a clear focus on marketing, efficiency, and customer focus in service delivery.
5. To assist the Building Control Manager to provide considered advice to senior colleagues and elected members on Building Control matters.
6. To assist the Building Control Manager to provide considered advice and development of a Building Safety Policy.
7. Work with, advise and support the Building Control Manager on all operational aspects relating to the service area (including research and keeping up to date with all developments relating to the service area (legislation/new funding opportunities)).

## Main Duties & Key Accountabilities

### Core Knowledge

1. Lead officer for the processing and assessment of applications for design stage compliance with the Building Regulations and associated legislation with a particular emphasis on the management of complex projects such as those with high value, large scale or those with technically complex design solutions.
2. Lead technical advisor to the Safety Advisory Group, assessing technical event safety submissions and undertaking pre match/event

inspections in order to release safety certificate and attendance at events / match to ensure compliance with the safety certificate.  
Attendance at post event/match safety meetings to review procedures.

3. To undertake the necessary professional duties associated with ensuring compliance with Building Regulations – undertaking site visits, assessing developments against Regulations, accurately documenting and recording information, and issuing decisions in a timely and professional manner.
4. Engage in the national agenda around changes in Building Regulation legislation, in particular fire safety of high-rise buildings ensuring Coventry has a voice and protects its citizens.
5. Provide a Building Control advice service to the Public, Elected Members, other Council Directorates, and stakeholders communicating effectively on matters of compliance and solutions.
6. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
7. Effective administration of dangerous or dilapidated structures including appropriate actions to remove danger. Oversight and participation in the provision of a 24/7 'out of hours' emergency cover rota.
8. Lead officer in the proactive management of client relationships to ensure 'soft' marketing of the service at all levels.
9. Provide an effective enforcement function taking action for non-compliance with the Building Regulations, including investigation of contraventions, advising on and instigating appropriate action.
10. Support the Building Control Manager to co-ordinate/deploy and monitor available resources to ensure the effective delivery of both design appraisal and siteinspection services.
11. Support the Building Control Manager to recruit, manage and develop staff ensuring staff are equipped, trained and motivated to deliver the services required of them.
12. Deputise for the Building Control Manager representing the service at appropriate corporate, national or regional forums.
13. Support the Building Control Manager by providing expertise and specialist advice to Members and Chief Officers on policy and the implications of the service.
14. Support the Building Control Manager by ensuring Members of the Council are supported in their leadership and community roles in particular providing professional advice and support to Cabinet Members.

15. Support the Building Control Manager to contribute to developing and reviewing the Council's Building Safety Policy.
16. Contribute actively to the achievement of a good customer focused approach to service delivery within the section, participating in the development and maintenance of quality systems to ensure continuous monitoring and improvement to service quality and customer satisfaction for the service provider.
17. Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
18. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Fire and rescue service. Colleagues at certificated stadiums. Structural engineers. LABC network.	<b>Internal</b> Building Control team. Legal team. Technical Support team. Other local authority colleagues.
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

Building Control Officers.



## Person specification

<b>Job Evaluation Code</b>	<b>A5785</b>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Extensive knowledge and understanding of Building Act, Approved Inspector, Building Regulations, Safety at Sports Grounds and allied legislation relating to Building Control.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of customer care and the principles of equal opportunities in providing a Building Control function.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge and understanding of the local government structure and political framework.</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge and understanding of the statutory requirements and good practice in relation to service related matters.</li> </ul>	
<ul style="list-style-type: none"> <li>• Advanced understanding of technically complex projects, construction techniques and compliance solutions.</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Ability to act as the lead officer ensuring compliance and enforcement within Building Regulations and ancillary legislation.</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills with good attention to detail, with the ability to present complex technical or legislative views with tact and diplomacy in challenging situations with a variety of audiences (construction professionals, home owners, Elected Members, Senior Managers).</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to investigate and respond to reported incidents of dangerous structures and service complaints with sensitivity, professionalism and taking full regard of legislative constraints.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to advise on the safety at sports grounds for matches and special events.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to identify, develop and maintain business opportunities, partnerships and client relationships in a manner that supports the commercial position of the service.</li> </ul>	
<ul style="list-style-type: none"> <li>• Contribute to the development of the Sports Ground Safety Advisory Group, by reviewing practices and negotiating changes to meet the wellbeing of spectators and large crowds at public and private events.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to demonstrate influencing, persuading and negotiation skills with a range of stakeholders.</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent organisational skills together with prioritisation of available resources and management of appropriate performance systems.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to engage in the national agenda around changes in building regulation legislation, such as changes in Approved Inspectors, fire safety in high rise buildings, changes to Parts of the Building Regulations.</li> </ul>	
<ul style="list-style-type: none"> <li>• Be proficient in the use of IT packages.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.</li> </ul>	



<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Making robust and defensible decisions on technical, statutory and associated Building Regulation compliance issues.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of working in a local authority and its political environment with an awareness and appreciation of the non-technical issues that influence decision making.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of using computer databases, and Microsoft packages such as PowerPoint, Excel, Word and Outlook.</li> </ul>	
<ul style="list-style-type: none"> <li>• Significant experience of operating within the commercial disciplines necessary to maintain an effective balanced budget operation.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of providing support and mentoring or peers and colleagues.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience working on a range of complex and commercial building control matters.</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• HND or a degree or an equivalent qualification in building studies or a related subject.</li> </ul>	
<ul style="list-style-type: none"> <li>• Full professional membership of a relevant construction based body e.g. CIOB, RICS or CABE.</li> </ul>	
<ul style="list-style-type: none"> <li>• Validated as a Class 3 Specialist Building Inspector or working towards validation.</li> </ul>	
<b>Special Requirements</b>	
<ul style="list-style-type: none"> <li>• Will be required to work outside office hours.</li> <li>• Will be required to travel in the course of duties.</li> <li>• Willingness to undertake any necessary formal training.</li> <li>• A current valid UK driving licence.</li> </ul>	

<b>Date Created</b>	November 2019	<b>Date Reviewed</b>	July 2023
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