



Coventry City Council

## Job Description

<b>Job Title:</b>	Building Control Manager	<b>Job Number:</b>	W0204W
<b>Service:</b>	Streetscene and Regulatory Services	<b>Post Number:</b>	
<b>Location:</b>	City Centre	<b>Grade:</b>	SM3

### 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.

### Job Purpose:

Under the general direction of the Strategic Lead - Regulation:

1. Responsible for the day to day management of the Building Control team.
2. To lead on and deliver a high quality Building Control service in such as way as to provide quality customer focused services that contribute to the achievement of the City Council's vision and objectives for a growing and sustainable city.
3. To act as the principal technical advisor and expert on Building Control matters and to be responsible for technical and legal compliance with the Building Acts, Building Regulations and Safety at Sports Grounds Regulations.
4. To deputise where necessary for the Strategic Lead - Regulation.

### Main Duties and Responsibilities:

1. To manage, motivate and lead staff in the day to day operations to ensure the provision of an excellent Building Control service to businesses, applicants, landowners, residents, community groups, amenity groups and other interested parties and customers.
2. To act as the Council's principal advisor and technical expert on Building Control and instruct the Council's legal services in respect of enforcement action, prepare evidence and represent the Council at appeals, court cases and other public hearings arising from the works of the service.
3. To lead the Council's response on complex and sensitive cases relating to Building Control.
4. To provide input into relevant committee and member meetings such as Cabinet Member Meetings and Scrutiny Board and to provide technical support to the Chair of Committee, Cabinet Member and Senior Officers.
5. To develop, promote, present and contribute to corporate and local policies and strategies in line with national and local political and statutory controls, procedures and technical standards; implementing and reviewing such polices to ensure they are kept up to date.

6. Budget responsibility including monitoring of income and expenditure, authorising payments, forward planning and review including maximising income generation and cost recovery whilst ensuring competitiveness within the market.
7. To develop and implement innovative and effective procedures for improving service delivery and cost efficiency in both statutory and non-statutory parts of the service including a marketing strategy and business plan to grow a successful building control business.
8. To work with internal and external partners to ensure consistent cross boundary policies and implementation proposals are agreed and partnership schemes are developed and expanded; and represent the Council at National, Regional and Local partnership events.
9. Responsible for the performance management of the section, meeting published service targets and objectives within a continuous improvement framework and achieving customer service standards as required.
10. To implement a quality / performance management system and lead on customer satisfaction, ensuring all service complaints are dealt with in accordance with corporate procedures.
11. To make delegated decisions in line with the Council's scheme of delegation.
12. To lead on and oversee the validity of complaints of danger arising from defective structures and instruct the Council's dangerous structures (including outside normal working hours and at short notice). Advise and assist staff in undertaking this function.
13. Recruit, manage and develop staff ensuring staff are equipped, trained and motivated to deliver the services required of them.
14. Be proficient in the use of IT systems to ensure appropriate records and files are maintained.
15. 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.
16. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:** Building Control team

**Responsible to:** Strategic Lead - Regulation

**Date Reviewed:** July 2021

**Updated:** 8<sup>th</sup> July 2021



Coventry City Council

## Person Specification

<b>Job Title:</b>	Building Control Manager	<b>Job Number:</b>	W0204W
<b>Service:</b>	Streetscene and Regulatory Services	<b>Post Number:</b>	
<b>Location:</b>	City Centre	<b>Grade:</b>	SM3

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Substantial knowledge of Building Acts and Regulations together with allied legislation relating to Building Control, Approved Inspector Regulations, Public Entertainment licences, Safety at Sports Grounds regulations and policy and Dangerous buildings including Public Health Acts.</li> <li>Substantial knowledge and understanding of the local government structure and political framework.</li> <li>Substantial knowledge and understanding of the statutory requirements and good practice in relation to service related matters.</li> <li>Substantial knowledge of customer care and the principles of equal opportunities in providing a Building Control function.</li> <li>Substantial knowledge of identifying, designing and implementing service improvement measures and opportunities to generate income for the service.</li> </ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Leadership / management skills to manage and motivate a team of professional and technical staff in order to achieve service objectives in agreed time constraints effectively and efficiently.</li> <li>Ability to act as the lead officer ensuring compliance and enforcement within the Building Regulations and ancillary legislation.</li> <li>Ability to undertake high level and complex negotiations with service users and other interested parties to ensure the Council's policies are met.</li> <li>Effective presentation of information and advice, and defence of the Council's policies and actions at Committee, in meetings and with the public, and at national and regional groups / meetings.</li> <li>Ability to lead the organisation on structural safety of buildings and dealing with dangerous structures</li> <li>Have excellent written and oral communication skills with good attention to detail, including the communication of legal and technical requirements to a variety of audiences with varying levels of technical knowledge</li> <li>Ability and experience of identifying, developing and maintaining business opportunities, partnerships and client relationships in a manner that secures work for the service.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to demonstrate excellent organisational skills together with experience of developing and maintaining performance management systems.</li> </ul>
	<ul style="list-style-type: none"> <li>• Be proficient in the use of IT and its application to 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 write clear concise reports and to make recommendations on complex issues to senior personnel including Directors and Elected Members</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>• 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>• Experience of working in a 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 working in a relevant Building Control environment</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience in dealing with complex and sensitive issues, making robust and defensible decisions on legal and technical building control matters.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of managing employees, projects, resources and budgets including budget profiling and cost recovery in a competitive market.</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of partnership working</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience of managing organisational change and reducing the cost of operation</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>

<b>Educational:</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent qualification in Building Regulation or related subject</li> </ul>
	<ul style="list-style-type: none"> <li>• Member of relevant professional body or eligible for membership RIBA, RICS or ABE</li> </ul>
	<ul style="list-style-type: none"> <li>• Management skills training</li> </ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• May be required to work outside office hours</li> </ul>
	<ul style="list-style-type: none"> <li>• May be required to travel in the course of duties</li> </ul>
	<ul style="list-style-type: none"> <li>• Willingness to undertake any necessary formal training</li> </ul>
	<ul style="list-style-type: none"> <li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974</li> </ul>

**Date Reviewed:** July 2021

**Updated:** 8<sup>th</sup> July 2021