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| **Department** | **PLACE** |
| **Job Title** | Principal Development Officer (Buildings) |
| **Grade** | H |
| **Primary Purpose of Job** | To provide senior professional support to the Building Control Section |
| **Reporting To** | Development Manager (Buildings) |
| **Staffing**  **Responsibilities** | Development Officers (Career Grade) and any other relevant staff within the Divisional Development Team as determined by the Development Manager (Buildings) or Head of Development Management. |

# Main Duties

1. Enforcing the requirements of the Building Regulations and associated legislation including ; planning examinations and site inspections; and the surveying and treatment of dangerous, dilapidated and insecure buildings and structures; and control of demolitions
2. Co-ordinate and monitor the inspection of sports grounds and stadia;
3. Co-ordinating the street naming and property numbering service with the Principal

Development Technician; and Assisting the Team Leader (Buildings) in training/supervising Development Officers (Career Grade) and Assistant Development Officers as appropriate in carrying out the duties listed above.

1. To effectively manage, support and review the work of the Development Officers (Career

Grade) and any other relevant staff within the Divisional Development Team as determined by the Head of Development Management in accordance with the Council’s ‘team leader competency model’ (including leadership, putting customers at the heart of what we do, implementing our vision, engaging others, communicating powerfully, changing culture, developing and managing people, and continually improving performance).

1. To discharge the Council’s liabilities and responsibilities and ensure that related decisions

are provided in accordance with all relevant legislation, policy and professional standards and to initiate and maintain full and accurate records in the carrying out of this following:-

* 1. To ensure compliance of developments, land and property in the Borough with all current and emerging building regulations and associated legislation as appropriate;

* 1. To provide appropriate advice as necessary regarding building regulations and related matters, and associated charges, including professional advice to Council officers, Elected Members and working groups and negotiating with and responding appropriately to stakeholders including applicants, their agents, contractors, developers, builders and the public;
  2. To assess Building Regulation Charges in accordance with the Council’s scale of

charges;

* 1. The examination of all applications submitted for consideration under the Building Regulations and associated legislation including securing amendments;

* 1. To carry out checks, inspections and tests as necessary on site;

* 1. Survey of dangerous buildings and structures and taking action, if necessary through the courts, to secure the removal of the danger and making safe;

* 1. Control of demolition of buildings and clearance of sites in accordance with conditions for the demolition fixed by the Council, including supervision of building work related to making good of adjoining premises;

* 1. Carry out such checks, inspections, tests and monitoring that are necessary to ensure that sports ground/stadia satisfy all relevant legislation; and

To support the Principal Development Technician in the naming and property numbering function;

1. To appear on behalf of the Council at Magistrates Court on any matter which is the responsibility of the service.
2. Prepare and review statements for appeals and attend and give evidence at enquiries and hearings, prepare policy notes, briefs or other appropriate documents or reports, as requested by the Development Manager.

1. To positively promote, engage, apply and use appropriate ICT hardware and software in the carrying out of the main duties as appropriate and to identify opportunities, to develop and maximise usage within the service of ICT systems, electronic and mobile working and electronic communications.

1. To take responsibility for the day to day management of staff, including disciplinary and grievance procedures, recruitment and retention and selection, training and development, sickness absence and health and safety issues in accordance with Council policies.

1. To effectively contribute to the business planning processes, performance indicators and service improvements.

1. To enhance the reputation of the service within the Council and promote the service to stakeholders, users, other professionals and the public.

1. To develop effective working relationships with key stakeholders including elected members, staff, customers, government agencies, other local authorities, professional bodies and other service providers.
2. Represent the Building Control Section at meetings and working groups when requested.
3. To undertake any other duties as directed by the Development Manager.

# Date Job Description prepared/updated: June 2018 Job Description prepared by: Head of Development Management



# Department PLACE

**Job Title** Principal Development Officer (Buildings)

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| **Stage One** | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | |
| **The Minimum Essential Requirements for the above Post Method of Assessment are as Follows:** | | | |
| **1. Skills and Knowledge** | | | |
| 1. The ability to provide appropriate advice based on upto-date technical knowledge and advanced theoretical, practical and procedural knowledge of:   * The Building Regulations and associated legislation including enforcement procedures; and * Procedures regarding dangerous and/or dilapidated buildings, securing buildings and the demolition of buildings; | | | Application  form/Interview/Assessment  Centre |
| 2. An understanding of planning matters, sustainable development and regeneration | | | Application form |
| 3. The ability to analyse varied and highly complex situations, technical building issues and problems effectively and make recommendations for action to the Director, Executive Member(s), or Committees or make final delegated decisions as appropriate in line with current building regulations and related legislation and policy. | | | Application  form/Interview/Assessment  Centre |
| 4. An awareness and understanding of, and the ability to use Information and Communication Technology in order to make full use of appropriate software and hardware in the development of the Section and an  ability to record and use information within departmental, Authority and legal guidelines. | | | Application form/Interview |
| 5. The ability to apply innovative problem solving techniques to the implementation of change, service improvement processes and performance for the good of the Section and the Council. | | | Interview |
| 6. The ability to work within multi-disciplinary and cross agency teams including professional officers and non specialists | | | Application form/Interview |
| 7. | The ability to use a wide range of techniques to respond and provide support to team members. | | Application  form/Interview/Assessment Centre |
| 8. | Have an understanding of the political sensitivities of local government, the respective roles of Elected Members and Officers and key decision-making processes. | | Application  form/Interview/Assessment  Centre |
| 9. | The ability to work on one’s own initiative to prioritise own workload and adapt accordingly | | Application form/Interview |
| 10. | Excellent written, verbal, presentational and interpersonal skills enabling effective communication with staff, management, chief officers, directors, elected members and the general public in particular. | | Application form/Interview |
| 11. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | Interview |
| **2.** | **Experience/Qualifications/Training etc** | | |
| 1. | Sufficient post-qualification experience to enable  Applicants to be eligible for (or have already gained) full corporate membership of ABE or RICS | | Application form/Interview |
| 2. | Evidence of continued professional development to meet the changing demands of the role | | CPD log (before confirmation) |
| **3.** | **Work Related Circumstances** | | |
| 1. | Willingness to undertake some out of hours work as appropriate | | Application form/Interview |
| 2. | Willingness to travel outside of the borough as appropriate | | Application form/Interview |
| 3. | Willingness to promote all policies of the council and promote the service as necessary | | Application form/Interview |
| 4. | The council is a non smoking organisation | | Application form/Interview |
| 3. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs  Reimbursement Policy | | Application Form  Interview |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | **Method of Assessment** |
| **1. Skills and Knowledge** | | |
| 1. Knowledge of British Standards and Codes of Practice regarding Structural Engineering | | Application form/Interview |
| 2. Knowledge of Safety at Sports Grounds | | Application form/Interview |
| **2. Experience/Qualifications/Training etc** | | |
| 1. Possess M.I.StructE or equivalent | | Application form/Certificate |
| 2. Technical accreditation on EMS, environmental impact assessment, or development standards such as BREEAM, or Code for Sustainable Homes | | Application  form/Interview/Certificate |

# Date Person Specification prepared/updated: June 2018 Person Specification prepared by: Head of Development Management



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

# Developing Self & Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

# Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

# Equality & Diversity

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

# Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

# Health & Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

# Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

# Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

# Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

# Safeguarding

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.