`

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title**: **Head of BUILDING CONTROL** | | | |
| **Department**: Business, Growth and Infrastructure | | **Post No**: | |
| **Division/Section**: Strategy, Planning and Regulation – Building Control | | **Post Grade**: SM2 | |
| **Location**: 3 Knowsley Place, Bury | | **Post Hours**: 37 Hours per week in accordance with the Council’s flexi-time scheme | |
| **Special Conditions of Service**:  The post holder will be required to:   1. Carry out the functions associated with the leadership of the service outside normal working hours as required. 2. Attend evening meetings in accordance with the exigencies of the service. | | | |
| **Purpose and Objectives of Post**:  To drive the rate of progress in transforming Bury Council’s services both inside and outside the service so that a culture of continuous and ambitious improvements become embedded in the organisation and to play an key role in the sustainable and managed growth of the Borough, environmental improvements and the enhanced quality of life for those living in, working in and visiting the Borough.  To forward plan and develop policies and programmes to deliver the Council’s aims and objectives.   1. To lead the management, development and delivery of the functions of the Building Control Service. 2. To provide a comprehensive, efficient and cost effective Building Control service to Bury Council and its partners. 3. To effectively manage the service to meet Service Development Plan and national objectives and targets in support of the Council’s Corporate aims and objectives. 4. To forward plan, develop partnerships and influence the future direction of the service through collaborative working with other Council service areas, the Greater Manchester Combined Authority and other external organisations. 5. To review service provision, introduce new initiatives and develop an integrated and unified quality service that is sensitive to customer needs. 6. To manage directly employed staff and external resources made available to the service and ensure appropriate support for Council initiatives. 7. To be responsible for ensuring that the Council is kept up to date on national and sub-regional policy and initiatives relating to the Service and that it responds in an appropriate way to Government and other agency consultation papers. 8. To ensure that the Building Control Division for the Council remains a competitive service for the provision of Building control inspections 9. To ensure that the Council remains able to fulfil its statutory obligations in relation to new and developing regulatory areas through collaboration, service development and training | | | |
| **Accountable to**: Director of Economic Regeneration & Capital Growth | | | |
| **Immediately Responsible to**: Assistant Director – Strategy, Planning and Regulation | | | |
| **Immediately Responsible for**: All staff within the Building Control service. | | | |
| **Relationships: (Internal and External)**  **Internal**: All Elected Members, Directors, senior officers and employees of the Council, Divisional Management Group, Team Bury (Local Strategic Partnership), Corporate Strategic Groups.  **External**: Members of Parliament, Government Departments, voluntary, community and business groups, Greater Manchester bodies, AGMA/Combined Authority, professional bodies, company representatives, legal representatives (Examinations in Public, Inquiries etc.), press and general public. | | | |
| **Control of Resources**:  **Personnel**: Management of staff of the Building Control service and any agency staff, together with all those involved in work for the service to ensure their health, safety and welfare.  **Financial**: Control of capital and revenue budgets. Resource procurement including developing arrangements with external funders and funding partners. Contribute to certification of accounts and valuations, audit inputs and grant claims.  **Property**: Land and property associated with service assets.  **Equipment**: Provision, maintenance, traceability & security of all equipment associated with the provision of the service.  **Health and safety**: Ensure compliance with health and safety guidelines and instructions as set out in the Health and Safety policy. | | | |
| **Duties/Responsibilities**:  **Scope of Service Management**  To lead and manage the full range of functions of the service, in particular:   1. Overall management responsibility for the Building Control service. 2. Overall management responsibility for the effective and efficient discharge of the Council’s powers for the control of development through the Building Regulations. 3. Overall management responsibility for the work-flow of submitted plans ensuring that they are competently and promptly dealt with. 4. Overall management responsibility for checking and determination of submitted applications and related correspondence, ensuring that proper consideration is given to the structural design submissions. 5. Overall management responsibility for the inspection of sites to ensure that building works are undertaken in conformity with approved plans. 6. Overall management responsibility for the provision of advice to applicants, members of the public and agents on Building Control matters, generally and specifically and those arising from works that are either pending, deposited or in progress. 7. Overall management responsibility for maintaining public health and safety through the control of demolition procedures and the inspection of dangerous structures and the implementation of enforcement and remedial procedures both during and outside normal working hours. 8. Overall management responsibility for carrying out duties relating to the Council’s general Health and Safety policy and such safety requirements as may be in force on building sites. 9. Overall management responsibility for developing and marketing a customer-focused service that demonstrates continuous improvement and which is sustainable in a competitive market. 10. Overall management responsibility for inputs and contributions to AGMA Combined Authority work programmes and initiatives as appropriate to the functions of the service.   **Strategy**   1. To implement changes in policy and deliver the service in line with legislative requirements, developments and amendments. 2. To be responsible for the preparation of Service Development Plans and contribute to corporate and departmental service plans. 3. To instigate and support customer-led organisational change within the Service ensuring appropriate systems of performance and development, communications, equality measures, monitoring and review are in place. 4. To ensure that the service contributes positively, flexibly and innovatively to wider Departmental, Corporate, National and Greater Manchester initiatives. 5. To work as part of multi-disciplinary project teams and encourage the concept of internal and external partnership working. 6. To work with key stakeholders, local residents, local businesses and the voluntary sector improving service delivery and promoting creative and innovative ways of tackling problems with services that are developed which meet the needs of the community and are accessible to all users. 7. Oversee implementation of corporate initiatives as appropriate to the service. 8. To participate in and contribute towards corporate initiatives and strategies, e.g. Bury 2030.   **Performance Management and Service Delivery**   1. To incorporate the principles of Best Value in developing a performance management framework. 2. To lead and develop robust performance management systems, continually improve service performance and increase the effectiveness and efficiency of service delivery against agreed targets, service standards, local and national performance indicators and budgets. 3. To regularly co-ordinate and monitor work programmes, budgets, performance indicators and quality targets to ensure that the service meets agreed Service Development Plan objectives. 4. To prepare reports and give technical advice on matters relating to the service and associated issues. 5. To lead on areas of work which are particularly sensitive or difficult that are subject Building Control input e.g. occupancy displacement in the event of the identification of dangerous buildings or land slippage. 6. To prepare evidence, or make arrangements for the preparation of evidence, for subsequent legal scrutiny and inquiry proceedings and to represent, or make arrangements for representation of the Council at Examinations in Public, public inquiries and hearings, public meetings in relation to service issues and in court proceedings. 7. To deputise for the Assistant Director – Strategy, Planning and Regulation and/or other Service Managers in their absence. 8. To act as lead client/project manager for major schemes. 9. To implement the Council’s human resource management procedures (e.g. absence monitoring, capability and disciplinary procedures). 10. To lead on the identification of the training and development needs of staff within the service. 11. Develop opportunities to ensure that the service remains competitive, generates income and delivers a high quality service 12. To manage emergency call out and duty rota ensuring 24 hours, 7 days a week cover is provided and managed. 13. Support staff on rota in sever emergency situations via phone or in person should the need arise.   **Service Quality**   1. To work to a consistently high standard and ensure work delivers a high quality service as set and measured by performance indicator targets, internal and external audit and customer feedback. 2. To ensure an appropriate response to issues identified by internal and external audit. 3. To ensure demonstrable, significant and continuous progress in service delivery. 4. To develop the service to enable electronic communications and transactions, both internally and externally, via the intranet and internet.   **Resource Management**   1. To lead, motivate and develop the performance of staff within the service. 2. To manage external suppliers and contractors. 3. To manage and take appropriate action on revenue and capital budgets as allocated in accordance within Council and Departmental/Divisional guidelines. 4. To ensure that resources are controlled and allocated to optimise efficiency and effectiveness within the financial discipline of a business/trading account. 5. To ensure that the service works as a highly professional organisation where the potential of staff is fully appreciated and utilised. 6. To develop and implement demonstrable and significant improvement in the control of resources, efficiency and effectiveness, resulting in a modernising and improving, higher quality service within the approved budgets. 7. To develop, implement and monitor business plans. 8. To develop and manage delivery of the capital programme in line with local and national policies. 9. To be responsible for all personnel requirements including recruitment and selection, discipline and grievance, training and development.   **Culture**   1. To support the development of an organisational culture which is positive, flexible, responsive, forward looking, performance and culture focused. 2. To take an active part in cross-cutting project groups and external working parties. 3. To take the lead on co-ordinating activities and projects at the Department/Divisional level. 4. To actively promote Council policies and procedures and ensure compliance with equality of opportunity in the delivery of services and employment practices. 5. To undertake staff development appraisals in accordance with Council procedures. 6. To ensure the health, safety and welfare of staff within the Section, including the preparation of risk assessments and other documents. 7. To ensure social inclusion and equality in the provision of service delivery.   **Communications**   1. To develop and maintain effective communications, liaison and working relationships, both internally and externally, with elected members, Council officers, community groups, the business sector and other relevant organisations and representatives so as to ensure maximum effectiveness of the service. 2. To respond to queries/complaints from local residents, Members, MPs and other bodies e.g. Government agencies, landowners and developers. 3. To disseminate information (legislation, case law, codes of practice, guidance notes etc.) to the Team, analyse the implications and ensure that there is appropriate Council provision in response to new requirements. 4. To respond to consultation documents from AGMA, Government Departments and other outside bodies on matters including proposed legislation, national policy, and sub-regional/regional initiatives and strategies, etc.   Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service). | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct by post holder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |

# BUSINESS, GROWTH AND INFRASTRUCTURE

STRATEGIC PLANNING AND INFRASTRUCTURE

HEAD OF BUILDING CONTROL

|  |  |  |
| --- | --- | --- |
| SHORT LISTING CRITERIA | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | | |
| **Educated to degree level in a relevant social science.** | **✓** |  |
| Management qualification. |  | **✓** |
| Evidence of continuing professional development. | **✓** |  |
| EXPERIENCE | | |
| **Proven track record of effective leadership at a senior level in a Building Control Service.** | **✓** |  |
| **Experience and proven track record of successful corporate and multi-disciplinary working.** | **✓** |  |
| **Experience of representing organisations at regional, sub-regional or local settings.** | **✓** |  |
| KNOWLEDGE/EXPERTISE | | |
| **An appreciation of public sector financial frameworks and budgetary information.** | **✓** |  |
| **An understanding and commitment to the provision of customer-focused services.** | **✓** |  |
| **An understanding of equal opportunities, and a commitment to deliver an equitable service.** | **✓** |  |
| SKILLS/ABILITIES | | |
| **The ability to motivate and enthuse staff within proactive and positive leadership.** | **✓** |  |
| **A strong-minded determination to introduce and deliver change where needed to improve performance.** | **✓** |  |
| **The ability to manage competing priorities and organise work under pressure and to deadlines.** | **✓** |  |
| **Ability to have effective and open working relationships with colleagues, partners, the public and outside organisations.** | **✓** |  |
| **The ability to deal effectively with issues within a politically sensitive environment, and to relate to the concerns of Elected Members.** | **✓** |  |
| **Effective written and oral communication and presentation skills; able to relate to a variety of people and audiences.** | **✓** |  |
| WORK RELATED CIRCUMSTANCES | | |
| **Willingness to attend meetings during ‘out of hours’ periods.** | **✓** |  |