

# Job specification



**Job title: Building Control Team Leader**

**Service: Planning Development Management**

**Grade: G12**

**Reporting to: Service Manager Development Management and Building Control**

## Your job

The Development Management service plays a key role in the delivery of growth across Wigan facilitating delivery of the aspirations and objectives set out in the adopted Local Plan Core Strategy, through providing employment and housing land, protecting the Borough's built and environmental assets to promote Wigan as a key location for future growth.

This exciting role is part of the Growth and Housing service and is at the heart of this agenda. You will be part of the Development Management team working to the Service Manager as part of a wider Development Management and Building Control service. You will be supported by a Business Support Team. Your role will be to maintain a small caseload of the most complex and high profile projects representing some of the most exciting developments in the North West. You will hold the relationship between the Council and the developer and applicant and will, represent the Council on projects whose value can run into several millions of pounds and influencing landowners and developers who are active on a national footprint to secure high quality outcomes.

Your role will be to provide an efficient and effective building inspection service. This will include processing a wide range of Building Regulation applications and undertake site inspections during the construction process. You will also have the opportunity to represent the Service and the Department corporately on a range of projects.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

## In this job you will

On an ongoing basis you will:

- Lead and support the team, allocate and manage the team's workload to develop their skills and capacity
- Familiarise yourself with the Building Control operating systems and processes to ensure they meet the needs of the service and identified those in need of an update.
- Provide advice and interpret policies in respect of Building Control and engage in pre- application discussion, liaising with colleagues and external agencies as required.
- Keep up to date with changes in the Building Regulations and disseminate this information to colleagues to ensure they are familiar with new standards
- Check complex deposited plans, including safety in major public events such as sports stadia and marriage venues to ensure compliance with the Building Regulations and other relevant legislation and determine these applications.

- Undertake the inspection of all building types within the Borough, throughout the construction process, to ensure compliance with the Building Regulations and other relevant legislation including assessing the accuracy of fees paid on Full Plans and Building Notice submissions.
- Deal with dangerous structures, including arranging any necessary urgent remedial work and Out of Hours emergency call out.
- Deal with dangerous structures, including any necessary remedial action, including court attendance in connection with enforcement procedures.
- Respond to enquiries from Elected Members.
- Attend meetings of relevant panels and partnerships within Wigan and across Greater Manchester e.g safety advisory groups.
- Developed and implemented a business and marketing strategy for the service.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

### In this job you will need

You must be able to demonstrate the following essential requirements:-

- You will have a degree in Building Surveying or a related professional discipline, and be a full professional member of CABE or RICS, or other relevant professional body (IStructE, CIOB, etc.)
- Able to apply a good knowledge and understanding of building control processes, and its role and opportunities within Wigan Borough
- Detailed knowledge of Building Control guidance and procedures and able to exercise judgment on site in carrying out inspections
- Experience in dealing with a range of Building Regulation Applications, undertaking the inspection of a range of buildings, deal with a range of dangerous structures and the demolition of private structures
- An understanding of the Local Government environment in which the post operates
- Excellent communication and interpersonal skills and the ability to interact appropriately with a range of audiences from developers, agents and members of the public inside and outside of the Council, in written, spoken, graphic and multi-media forms. this will include appearing as an expert witness
- Able to work well in partnership and collaboratively, with other disciplines both within and outside of the council, and with a range of other stakeholders
- Excellent organisational skills able to work well with minimum supervision, normally alone on site, having the ability to deliver difficult messages to builders, developers and homeowners and the ability to produce accurate and timely written correspondence
- Able to think creatively and strategically for solutions to complex problems and to make decisions
- Hold a current valid driving licence or can demonstrate the ability to travel as required using own or public transport in the most effective manner

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough