

Role Profile.

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| Job Title | Area Building Control Manager |
| Barnet Band and scale range | SCP 207-210 |
| Reports to | Head of Building Control |
| Service area | Planning & Environmental Protection Service, Building Control Division |
| Number of staff responsible for | 8 directly |
| Budget responsibility (£) | Responsible for maximising income and for unilateral expenditure on dangerous structures up to £500000. |

Purpose of Job: -

To lead an Area Building Control Unit and manage the professional and technical staff in order to provide an efficient, effective and customer focussed service which meets statutory, corporate and service requirements in the processing of building regulation applications and associated functions.

To deliver responsive and high quality public services and effectively contribute towards achieving the Council's core themes, values, objectives and priorities.

To support and assist the Head of Building Control in managing resources; to strategically develop the service and achieve efficient and effective service delivery. To deputise for the Head of Building Control, as required.

To deliver effective building control services in an integrated and crosscutting manner in accordance with the aims, objectives and priorities of the Planning and Environmental Protection Service and Council, to agreed quality, performance standards and cost effectiveness.

To provide high quality professional and customer focussed advice and direction on building control and structural matters.

Key accountabilities.**Role Specific Responsibilities.**

- Manage the functions of an Area Building Control Unit, in particular the processing of building regulation applications.
- Lead for the Service on building control and structural matters within one of the two geographical areas of the Borough.
- Prioritise and programme the work of the Unit and regularly monitor progress to ensure that performance is evaluated and improvements are taken forward.
- Have a full understanding of the scheme of delegation and make decisions on building control and structural matters fully in accordance with officers' delegated powers under the Council's Constitution, as necessary in liaison with other senior management.

- As appropriate, attend and advise meetings of Council Committees, Cabinet and other formal and informal groups, and ensuring Members of the Council are able to make properly informed decisions on building control, structural matters and Service related matters.
- Ensure effective communication of building control and structural information to relevant services, stakeholders and the public, including staff within the unit and Council colleagues.
- Effectively manage a case load of the more complex Building Regulation applications and proposed demolition works.
- Carry out inspections and determine appropriate action, including enforcement action and legal proceedings. Act as Service's principal witness in building control and structural matters.
- Assess reported dangerous structures and determine appropriate measures to be taken.
- Lead on the implementation of Building Control initiatives including LANTAC Partnership Scheme and the Council's Considerate Contractor Scheme.
- Actively promote and market the Building Control Service and related Planning and Environmental Protection Services.

Team Leadership and Management.

- Contribute, and where appropriate, lead on the development of procedures, systems (including quality control) and guidelines for the management of planning processes and corporate procedures.
- Contribute to the production of the Key Priority Plan and Service Plans; produce work programmes for the Building Control Unit. Prioritise work and ensure that the Unit and Service performance targets as set out in the agreed work programmes and Plans are regularly and adequately monitored and consistently achieved together with continuous improvement.
- Deliver high quality customer services and contribute to the effective implementation of corporate and service customer care action plans and targets within a framework of best value.
- Prepare and present high level complex reports and briefing papers to members, the public and officers on issues relevant to the Service and Technical areas.
- Manage specific corporate or service level projects including corporate developments, appeals/inquiries; be the lead member of a project team involving other disciplines and working to project programme objectives, milestones and deadlines with identifiable and successful outcomes.
- Develop successful and effective partnerships with Government departments, regional bodies, strategic organisations, local community groups and partners to ensure corporate, strategic and service delivery objectives are met.
- Take a major role in managing and leading on cross service corporate projects which facilitate corporate initiatives and objectives.
- Contribute to the management and development of ICT systems and applications within the service and corporately. Ensure fully integrated uses of GIS, applications software processing systems and on line web site access of planning services information and e-services.
- Take management responsibility for the procurement of appointment and monitoring of external consultants and agency staff. Prepare consultants briefs, contracts, evaluate

tenders and monitor their performance in accordance with European (OJEU) and Council regulations and standards.

- Ensure appropriate risk management and audit processes are in place and regular risk assessment undertaken to minimise the Council's exposure to risk, legal challenges or financial loss.
- Ensure in a management capacity that at all times health and safety legislation and corporate standards/requirements are met; promoting health and safety in the work place and on site visits relating to work functions, through a proactive approach and contributing to the service and corporate health and safety requirements and audits.

Financial Responsibilities.

- Manage a budget including the monitoring of income and expenditure, authorising payments, forward planning and review.
- Authorise expenditure on the Council's behalf to remove dangerous structures, where appropriate.
- Authorise e-forms relating to HR, finance, expense claims etc.

Staff Responsibilities.

- Manage and supervise the work and performance of staff within the unit and building control service to ensure corporate, service and individual staff targets/competencies are met.
- Take management responsibility for staff training, development and performance, including appraisals. Contribute to the service and individual staff training plans having due regard to career development objectives, diversity issues and equal opportunities.

Flexibility.

- Undertake other work which falls within the general scope of the post and is appropriate to the grade.

Health and Safety

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

Council's Commitment to Equalities

- Deliver on the Council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the workplace and in the services the Council delivers.

Essential Qualifications required.

| Type | Level required |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional qualifications/memberships | Corporate membership of RICS or ABE (Building Control.) Building Control relevant degree. |
| Experience | Previous successful management experience in a building control section of a Local Authority or similar organisation processing building regulation applications. Previous successful experience of processing complex building regulation applications; enforcing and remedying breaches. Experience of successful management of staff, resources, work programmes and performance. Successful experience of managing projects and procurement processes, including the use of external consultants and other advisers to the service, within agreed budgets. |

Technical / Knowledge Requirements

| Type | Description |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Building Control | Excellent knowledge of current building control legislation, guidance and issues relevant to the post specifically and the service generally. Detailed knowledge and understanding of London or metropolitan/regional and local government building control and associated issues, policy trends and legal processes. Authoritative knowledge of legislative requirements in relation to proposed demolition. Working knowledge of LABC initiatives such as the Partner Authority and Type Approval schemes. A working knowledge of sustainability issues as they relate to building construction and design. |
| Customer services | Good knowledge of customer service processes and working knowledge of relevant legislation |
| Information Systems | Good knowledge of IT, its application and potential application within a local government environment. |
| Financial | Good knowledge of budget management to effectively deliver value for money having regard to the requirements of the three year rolling budget. |
| Health and Safety | Practical understanding of the implications of Health and Safety legislation particularly in relation to personal safety and the safety of others. |

Special Requirements

| Type | Description |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Out of hours working | Taking part in the Dangerous Structures Out Of Hours Call Out Rota and expected to make unilateral decisions committing the Council to expenditure and affecting the safety of the public. Sole responsibility has to be taken up to the level of the implementation of the Council's Emergency Plan. |
| Transport | Full driving licence and personal transport. |

Behavioural Competencies.

| Competency | Key to role |
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| Leadership and Management | Effective and adaptable personnel management and leadership skills and ability to motivate staff. |
| Personal | <p>Ability to devise creative solutions to address problems and issues; ability to make logical complex decisions and achieve effective outcomes</p> <p>Ability to remain focussed under pressure and to express opinion despite opposition</p> <p>Capable of building strong networks</p> <p>Ability to produce a consistent, accurate and regular output of work to high standards.</p> |
| Staff management | Ability to successfully lead, manage, support, motivate, empower and develop staff |
| Time management | Ability to deliver work within set deadlines. |
| Teamwork | <p>Ability to create and maintain effective working relationships with others.</p> <p>Ability to effectively and appropriately delegate work and responsibility to others.</p> |
| Influencing & negotiation | <p>Effective and adaptable personnel management skills and ability to motivate others.</p> <p>Excellent negotiation skills and ability to achieve effective outcomes.</p> |
| Management & Performance | <p>Well-developed analytical and problem-solving skills, and ability to devise solutions to problems and issues to achieve effective outcomes.</p> <p>Ability to effectively monitor and evaluate performance; and to recognise performance and achievement.</p> <p>Proven ability to produce and deliver effective work programmes and manage projects and successfully deliver outcomes within a risk framework</p> |
| Communication skills | Excellent oral and written communication and presentation skills, the ability to use those skills in influencing outcomes and the ability to communicate legal and technical requirements. |
| Political awareness | Politically sensitive to Member issues; and the |

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| | ability to apply to staff. |
| IT skills | Effective IT skills, particularly Microsoft Office, e-government applications, data bases, use of on-line applications and websites, GIS and other geographical/ mapping systems. |
| Change and Improvement | Ability to successfully respond to challenge and to deliver change management processes effectively. |
| Customer Care | <p>Effective customer care skills and ability to successfully handle complaints including working within an ombudsman and legislative framework.</p> <p>Ability to ensure that services provided are of a high quality and to agreed targets and service outcome.</p> <p>Proactively to deliver high quality accessible Building Control and related services to all Council citizens and communities.</p> |
| Equal Opportunities and Diversity | Effective ability to interpret, translate and implement successfully the Council's equal opportunities and diversity framework to the workplace, services, customers and communities. |