

Job Description



Job Title: Building Control Manager	Service Area: Inclusive Economy and Housing	
Directorate: Regeneration and Development	Post Number: 20296.Building Control Manager	Evaluation Number: LBN181
Grade: SMRA	Date last updated: October 2022	

Overall Purpose of Job

To provide appropriate professional advice to the Director of Planning and Development, Mayor, Cabinet, Members and the Corporate Management Team (CMT) in the discharge of the Council's statutory functions relating to Building Control matters.

As a member of the Service Management Team (SMT), to work collaboratively with other management team colleagues and external stakeholders to achieve the Directorate service plans and priorities.

To take a lead for the delivery of an efficient and effective Building Control service for the Borough and upholding working relationships with the City of London and other building control partners.

To develop a strategy for Newham's engagement with developers and other key bodies in the delivery of quality developments.

The Service will need to meet its performance indicators and other specified service and legal standards and requirements and delivers good value for money.

Job Context

The post holder reports to the Director of Planning and Development.

The post holder has management responsibility for all Building Control Surveyors, Professional, Technical and administrative staff. Additional agency or seconded staff may be included at various times.

The post holder will be responsible for the day-to-day management of the Building Control Budget and JLAB cost centres, up to approximately £1.5m per annum.

To calculate and manage the fee income relating to all applications ensuring that the service receives remuneration suitable to the complexity of the service and that the scheme will be adequately funded and resource throughout its lifetime.

The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. The Post holder will lead on all types of Building Control projects as necessary. These may be located in other boroughs.
2. To take a strategic over view of projects within the Borough as necessary and liaise with partners and other interested parties to ensure overall objectives are achieved to the satisfaction of all.
3. To develop the JLAB concept post Olympics and explore and implement continuing opportunities for this area of the Team.
4. The post holder will manage the activities and performance of a variety of consultants acting on the team's behalf including Structural Engineers, Fire Engineers and Access Consultants.
5. The post holder will manage the provision of technical solutions on complex matters including advice and guidance to public, staff, members, developers and contractors on diverse issues such as construction, structural engineering, materials and legal obligations to ensure the satisfactory progression of the project.
6. The post holder shall obtain and maintain a Specialist Level 6a LABC qualification and have registered with an appropriate authority when the Building Safety Regulator takes effect.
7. The post holder will manage the development of policies and operational methods. Ensuring the consistency of the application of the Building Regulations and Standards across all sites.
8. To initiate, review, adapt and maintain strategies that will enhance all aspects of the service including the preparation of policies, charters, strategies, work programmes, etc.

9. To ensure that the service contributes positively flexibly and innovatively to wider department corporate and government initiatives.
10. To regularly monitor work programmes, budgets, performance indicators and quality targets to ensure that the service meets agreed objectives. To review as necessary, the training needs of individuals and the team.
11. To actively pursue opportunities to attract business to the service to maintain and improve the team's market share and to maximise income opportunities in a competitive market. This includes attending networking events and agent forums.
12. To calculate and manage the fee income relating to major applications ensuring that the service receives remuneration suitable to the complexity of the service and that the scheme will be adequately funded and resourced throughout its lifetime.
13. To undertake plan examination, site inspections and other officer duties as necessary.
14. The post holder will manage the Council's out of hours dangerous structure service and ensure adequate cover is provided on a 24/7 365 days a year basis.
15. To attend Dangerous Structure call outs as requested by the public or emergency services, and be responsible for the management of Building Control Officers to cover attendance of such call outs. To assess the danger to the public and initiate suitable action including the call out of contractors.
16. To act as necessary as a council emergency key officer.
17. To manage revenue and capital budgets as allocated in accordance with Council and department guidelines and to ensure that resources are controlled and allocated to optimise efficiency and effectiveness.
18. Carry out procurement of consultancy work and services using the Council's procurement processes up to and including contracts which accord with the EU's procurement process.
19. To take decisions on all matters delegated to this post, using discretion and a pragmatic approach to conflict and problem resolution on all matters.
20. To utilise information technology to improve service delivery and to encourage staff to work innovatively to maximise resources.
21. To represent the Authority when dealing with partners, developers, and other interested parties to ensure a joined up approach to the delivery of the project. Including interface with Government Departments e.g. DCLG.

22. To act as a contact for the Building Control element of the development project for development sites, to resolve conflicts and procedural matters on behalf of the Borough.
23. To interface with other enforcement agencies such as LFEPA and Police.
24. To participate in the Services Management Team so as to promote complementary and effective service delivery.
25. To participate in external professional, technical and management panels and committees to promote and develop the services standing as a provider and enabler of quality services.
26. To keep under review new developments in all fields relevant to the team responsibilities and to make service/resources changes necessary for the maintenance of efficiency, effectiveness, cost effective and quality standards.
27. To deputise for the Director of Planning and Development as required.
28. To manage the Building Control Technical Support function in liaison with the Technical Support Manager.
29. The post holder is required to ensure that all legal and contractual obligations and deadlines are met. Flexibility and adaptability to a constantly changing work flow is essential.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	
Qualifications: Educated to degree level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level. Member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement. LABC Fire Validation Pass	 Essential Essential Essential

KNOWLEDGE:	METHOD OF ASSESSMENT
A comprehensive knowledge of the practical application of the legislative and standards of the Building Regulations and Safety of Sports Grounds.	Application Form/Interview/Test
Extensive knowledge of management of a comprehensive Building Control team and devising innovative solutions for service delivery.	Application Form/Interview/Test
A substantial knowledge of the principles of Fire Precautions and Protection including Fire Engineering.	Application Form/Interview/Test
Sound professional and substantial practical knowledge of construction technology, materials and processes.	Application Form/Interview/Test
An ability to assess the impact of legislative or administrative changes affecting the service including health and safety issues and to proactively implement changes to comply with those requirements.	Application Form/Interview/Test
A knowledge of the functions of a local authority would be advantageous.	Application Form/Interview/Test
A knowledge of the current trends and developments in local authority services.	Application Form/Interview/Test
A knowledge of the requirements of relevant Health and Safety legislation.	Application Form/Interview/Test
A substantial knowledge of Building Control Marketing.	Application Form/Interview/Test
Substantial knowledge of negotiation skills.	Application Form/Interview/Test

<p>EXPERIENCE:</p> <p>Substantial and extensive relevant Building Control experience at a senior level.</p> <p>Able to demonstrate experience of checking and inspecting buildings over 18m tall.</p> <p>Extensive experience of undertaking complex Building Control projects in a high-pressure environment.</p> <p>Substantial experience of management of a group of professional, technical and administrative staff within a Local Authority Building Control team</p> <p>Substantial experience of the professional and technical skills associated with a Building Control service including ensuring the achievement of a good performing budget and promoting the service to maintain and improve the team's market share of building control work.</p> <p>Evidence of successful innovation, initiative and consistent achievement in a public sector environment.</p> <p>Experience of developing good working relationships with a wide range of internal bodies and customers as part of developing effective service delivery.</p> <p>Experience of preparation and submission of committee and management reports.</p> <p>Financial management experience including financial monitoring and control procedures.</p> <p>Experience of the application and development of IT solutions in a changing environment.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
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Experience in defining, procuring, operating and controlling services and projects by external consultants/contractors.	Application Form/Interview/Test
SKILLS AND ABILITIES: Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the team. Ability to use management information to judge the team's performance and to devise and implement service improvement strategies. Ability to plan and work towards a long term strategic vision and translate that vision into reality. Ability to translate corporate policies into tangible service improvements. Ability to contribute to corporate projects on behalf of Strategic Regeneration, Planning and Olympic Legacy Division Ability to listen and respond sensitively to the needs of the community and structure the service around the needs of customers. Ability to build effective and productive working relationships with colleagues. Ability to manage, lead and motivate staff and foster their development. To relate and work with people at all levels. Ability to solve problems. Ability to use IT systems.	Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test

<p>Ability to undertake daily Building Regulation inspections on Building Sites.</p> <p>Ability to work under pressure.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Proven Leadership skills.</p> <p>Strong analytic skills.</p> <p>Persuasive, persistent and determined.</p> <p>Deal well with conflict resolution.</p> <p>Articulate both in written and oral form.</p> <p>Highly numerate.</p> <p>Probity and honesty.</p> <p>Politically aware.</p> <p>Committed to the achievement of equal opportunities.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Some of the duties undertaken by this post will require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</p> <p>This post is subject to a standard CRB</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>

check.	Satisfactory clearance at conditional offer stage
<p>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended</p>	Application Form
<p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	Application Form