**BCP Council**

# JOB DESCRIPTION

**SERVICE UNIT: Customer and Property**

**JOB TITLE: Building Control Team Leader**

**POST NO:**

**GRADE: Band L**

**RESPONSIBLE TO: Building Control Manager**

## MAIN PURPOSE

To lead a team of Building Control Surveyors to ensure that construction work is in accordance with legislation and regulatory standards, to ensure the delivery of efficient, effective, economic, and equitable services. The role is a senior building control expert and will therefore take the lead in the more complex cases as well as lead a team.

## MAIN RESPONSIBILITIES

1. Lead the building control team, acting as senior professional advisor to the team on all building control matters, to deliver a professional building control service for BCP.
2. Allocate, monitor and review building control casework, to ensure an efficient workload across the team and to make sure that the decisions and recommendations made are accurate and in line with regulatory standards and best practice.
3. Provide authoritative building control advice and advanced observations on construction, design and safety issues for complex projects at the pre-application stage, to reduce the risk of non-compliance or approval delays in the most complex cases.
4. Examine and assess complex or complicated applications (using information such as submitted construction plans, drawings and specifications), against building regulations to decide if applications are compliant with regulations and can proceed to construction.
5. Inspect and survey buildings and building methods (typically the more complex constructions or those using novel methods/materials) throughout the construction process against regulations concerning safety, accessibility, and sustainability, and provide specialist advice and advanced solutions to any issues identified based on an expert technical knowledge, to ensure that building works are compliant with necessary standards and regulations.
6. Lead on enforcement activity for unauthorised and non-compliant building works, to ensure that non-compliance can be prosecuted effectively as required. This involves preparing documents and serving enforcement notices in complex cases, as well as supporting more junior officers with undertaking enforcement activity.
7. Contribute to the development and improvement of processes and procedures relating to building control, informed by policies and operational experience of what works and what doesn't, to ensure that building control policies can be applied successfully.
8. Ensure accurate records of all inspections and associated work carried out by the team are maintained, so that all information is accessible and auditable, and can be used in legal proceedings if required.
9. Contribute to defining the professional fee rates, and support colleagues to calculate fees so that the service can invoice customers appropriately.
10. Take the lead in building relationships with new and existing customers, and in marketing the service to support the promotion, growth and reputation of the service.
11. To participate in the provision of an ‘out of office hours’ service, dealing with dangerous structures and/or major emergencies.
12. To comply with all decisions, policies and Financial Regulations of the Council and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act, CDM Regulations, Freedom of Information and Data Protection Act.
13. To undertake any other duties as required commensurate with this level of post and deputise for the Building Control Manager, including at Unit Management Team meetings, when required.