**Job Description**

**Building Control Manager**

**Role Profile** Leadership Grade M

**Service/Team** Engineering

**Reports to** Head of Engineering

**Responsible for** Circa 18 across a range of professional areas of work

**Number of posts** 1

**Post number** 105966

**My job improves the quality of life for the people of Bournemouth, Christchurch, and Poole, by ensuring that Building Regulations and associated legislation are complied with across the conurbation.**

**Role Purpose**

To manage the delivery of the council’s Building Control Service including regulation, public health and safety work. To take overall responsibility for the determination of all Building Regulation applications and Building Notices within statutory time limits and to provide technical expertise, where required.

**Main Responsibilities**

* To lead in the service provision of the Building Control Team and to ensure advice is provided to the council in accordance with statutory, national and local requirements.
* Manage and review allocated budget within delegated authority and the Council’s financial regulations while ensuring cost recovery in a fully competitive market for the Building Regulation function by setting appropriate fees.

• Be responsible for the recruitment, management, development, wellbeing, of staff in the service to enable high standards of performance and customer service and ensure that appropriate workforce planning and performance management is in place to enable effective service delivery.

• To make decisions, negotiate with third parties and manage risk as necessary to deliver quality and value for money for the service.

• To lead in strategy development of policy, plans and relevant business to the service area

• To represent the council where appropriate in a professional manner that safeguards the reputation of the council; provides enforcement at an appropriate level; promotes a positive perception of the service and develops a culture of providing excellent customer care to all service users.

• To establish and maintain credible and effective working relationships, both internally and with external organisations.

• To work positively and proactively with the Communications Team at the operational level, to ensure effective communications with the media and the public regarding the Unit’s role and service.

• In their absence, when required, to represent the Head of Service on Building Control related matters

* Represent the Infrastructure Directorate in appeals, informal hearings and public inquiries, with enforcement witness statements, legal action, court cases as they affect Building Control matters.

• To provide suitable service activities and advice regarding dangerous structures, demolitions, licensing, scaffolding and hoarding, fire/energy, disabled access and relevant planning conditions in accord with Government requirements.

• To develop and then deliver a service that seeks to provide expected income to the Council in competition with the local commercial market

• To develop and implement external development-based funding arrangements and commercial opportunities to help deliver BCP priorities.

• To manage all stakeholders of the Service in a positive and proactive way while dealing effectively with conflict

• To assist the Head of Service to develop the performance and outputs of the service as a member of the Service Management Team

**Specific Qualifications and Experience**

* Building Control related degree and further professional qualification in a relevant subject or be able to demonstrate equivalent knowledge, skills and experience
* Professional competence in relation to building control including a clear progression plan towards BSR registration at Classes 3 and 4.
* Management qualification or equivalent relevant experience
* Experience in both strategic and operational management of building Control related services and functions
* Leadership of high-profile innovative projects or policy development which have a wide-ranging impact and reputational risk for the council

**Personal Qualities & Attributes**

* High level of resilience,
* attention to detail,
* emotional intelligence,
* calm under pressure

**Job Requirements**

* Member of a relevant building control related professional body
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.