**Job Description**

**Building Control Manager**

**Level: 16**

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| **Responsible To:**  | **Responsible For:** |
| Head of Planning and Enforcement  | Building Control Team  |

**About the job:**

You will lead a successful building control service across the boroughs of Chorley and South Ribble, ensuring that the councils are enforcing the Building Regulations and enabling safe and sustainable communities.

**Role:**

Leading the strategic and operational management of the building control functions for Chorley and South Ribble councils, ensuring a high performing function which meets the needs of both authorities.

To lead the delivery of wide-ranging service improvement and transformation initiatives for the service including the implementation of new business systems, policies and processes.

Promoting the building control service across Chorley and South Ribble, engaging with commercial clients and ensuring a high level of customer satisfaction.

Identifying, planning and delivering improvement initiatives or projects to support the performance of the service.

Supporting the development of individuals and the wider team, including the mentoring and training of staff.

Providing advice and expertise in relation to more complex building control cases.

Ensuring that strong document management is in place across the function.

Responsibility to ensure correct fee charging and maintenance of the budget for the Building Control Service.

Assist the Senior BC surveyors to recognise service needs, forecasts future requirements, and monitor progress against financial and performance targets

Lead on procurement, financial management and supervision of consultants or contractors.

Represent, when required, the BC service at meetings of the Council or outside bodies.

Assist or deputise, when necessary, for the Head of Planning & Enforcement.

To undertake such additional duties as are reasonably commensurate with the level of the post.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* Classification 2F and Level 4 Technical Manager
* A degree-level building control qualification and extensive experience in building control or a related field.
* Evidence of continued professional development

**Experience**

* Significant experience of managing a successful building control team
* Experience of delivering projects or initiatives to maintain a high performing service

**Knowledge**

* Extensive and specialist knowledge of building control legislation and practice.

**Skills & Abilities**

* Ability to lead and manage a team, supporting the development of individuals within the service
* Commercial and performance management skills, with the ability to identify and deliver improvements to a team
* Excellent communication skills with the ability to communicate complex information or difficult messages to a range of audiences
* Strong customer service skills, with the ability to build strong working relationships with commercial clients and negotiate with customers to reach a desired outcome
* Excellent decision-making skills, with the ability to identify and evaluate solutions to complex problems and take action to resolve issues
* Ability to travel across the boroughs for site visits and meetings with clients

**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do

**RESPECT** – Is visible and approachable with colleagues

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team