



JOB TITLE: Building Control Team Leader

DEPARTMENT: Building Control Division

POST NUMBER: 340

GRADE: Scale 7

ACCOUNTABLE TO: Building Control Manager

LOCATION: City Offices

POST OBJECTIVE

To organise, deploy and monitor the operation of the Building Control Teams and consultants, so as to ensure that the proper implementation of the Council's Building Control policy, the requirements of Building legislation, and sound standards are achieved, within the overall directive of the Building Control Manager.

SPECIFIC TASKS:

1. To control the work-flow of deposited plans ensuring that they are competently and promptly dealt with. To check the deposited applications and related correspondence, ensuring that proper consideration is given to the structural design submissions, determining decisions on applications and inspection of sites for purposes of determining applications.
2. Carrying out the "registration process" in respect of new applications; including checking fee submissions, documentation and enquiries.
3. Daily management of Building Control Team so as to achieve competent and prompt Building Regulation inspection service, the provision of all necessary data and current information relating to their work, and to carry out the inspection of works as necessary.
4. Ensure the maintenance of proper records of the operation of the Building Control Team with regard to Administration, Plan checking and Site inspection. Ensuring that all service levels are implemented and enforcement actioned correctly.
5. Ensure that full consultation takes place with other departments and bodies as is necessary by legislation or to enable the proper determination of applications.

6. Ensure that the liaison system with the Development Control & Enforcement Sections is effective with regard to site operations and, whenever necessary, there is full consultation with any other departments and bodies, on matters arising from site work.
7. Providing advice to applicants, public and agents upon Building Control matters, generally and specifically, those arising from works that are either pending, deposited or in progress.
8. To monitor the progress of all Building Regulation applications with specific reference to checking amended plans, specifications, revised structural designs, technical standards and providing reports on performance, consultants cost and performance, etc as required by the Building Control Manager.
9. To help in the marketing of Building Control to maintain market share and develop new business opportunities and to act as business liaison officer for the Partner Authority scheme and other consultants.
10. Control the demolition procedures so as to maintain public Health and Safety.
11. Inspection of dangerous structures and the implementation of enforcement and remedial procedures.
12. Carry out duties and appointments for the council's general Health and Safety policy and such safety requirements as may be in force on building sites.
13. Assist in the inspection of premises and consultations for purposes of advising the Council in the issues of theatre, cinema, and public entertainment licences.
14. When directed investigate premises covered by the Building Act for purposes of insurance, and the provision of satisfactory means of escape in the case of fire.
15. Execute such other tasks within the responsibilities of the post and as may be required by the Council or the Building Control Manager.
16. Undertake training and participate in exercises relating to emergency planning and civil defence functions of the council as directed by management.
17. As directed to deputise for the Building Control Manager in their absence.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

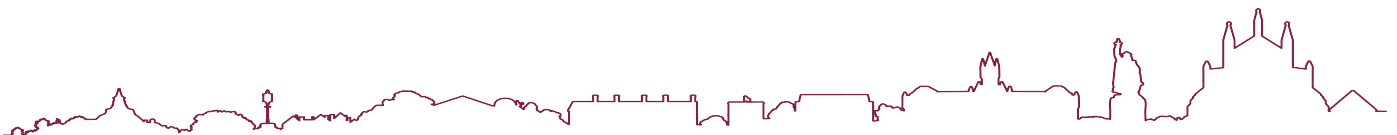
Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....

Version date October 2020





PERSON SPECIFICATION

JOB TITLE **Building Control Team Leader** **POST NUMBER:** **340**
DEPARTMENT: **Building Control** **DATE:** **12.10.2020**

Requirements		Weighting	Assessment Method
Skills	Able to liaise at a senior professional level with all customers and clients	2	I
	Ability to deal with complaints in a confident yet sympathetic manner	2	I
Experience	At least 5 yrs post qualification experience in a Building Control environment	3	A
	Relevant experience of the plan checking, inspection, survey and/or design of construction works.	3	A
	Substantial knowledge of and use of construction technical standards, public safety issues, and attendant legislation and allied roles of local government and other agencies	3	A
Personal Qualities	Good customer awareness	2	I
	Emphasis on Advising	2	I
	Confident approach	2	I
	Ability to relate to all audiences	2	I
	Presentable professional manner	2	I
	Should display leadership as well as being a Team worker	2	I
Specific Job Requirements	Able to traverse building sites in all conditions	3	I

	To be able to motivate others to achieve set targets	2	I
Qualifications	Membership of the Royal Institution of Chartered Surveyors or the Chartered Association of Building Engineers with 5 years building control experience	3	A
	Managerial qualification would be an advantage	1	A

<i>Weighting</i>	<i>3 – Essential for the successful performance of the job</i> <i>2 – Desirable but can be achieved through on the job training or experience</i> <i>1 – Useful but not essential for successful performance of the job</i>
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<i>Assessment</i>					
<i>Application Form</i>	<i>A</i>	<i>Interview</i>	<i>I</i>	<i>Tests</i>	<i>T</i>
<i>References</i>	<i>R</i>	<i>Presentation</i>	<i>P</i>	<i>Evidence of Qualifications</i>	<i>Q</i>