

Job Description

Job Title	Area Team Leader
Directorate	City Development
Service Area	Planning & Building Control
Grade	10
Competency Level	2
Salary	£58,543 - £64,645
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To assist the Head of Building Control in the following: -

- To effectively lead a team of Building Control Officers/Plan Examiners in delivering Building Regulation compliance on submitted applications
- Provide support to the Building Safety Regulator in discharging their duties
- Development and implementation of the Council's policies relating to service delivery
- Ensuring that an efficient and effective service delivery is maintained
- Delivery of a sensitive and responsive services to all client groups within the city
- Enforcement of the Building Act and Building Regulations

Directly Responsible For:

Principal Building Control Officers (Site & Assessment), General Building Control Officers, Trainee Building Control Officers, Apprentice Building Control Officers.

Directly Responsible To:

Head of Building Control

Main Areas of Responsibility:

- To act with the Head of Building Control, other Principal Officers within the team and the Quality & Business Growth Officer at a managerial level to give policy advice to the Council, to consider the divisional and inter-service implications of policy development, to review team needs including training and to ensure overall effective management and co-ordination of the Section, including financial and personnel management
- To develop and recommend to the Head of Building Control policies, practices, and procedures in respect of the Sections work. To maintain and



develop close working relations with other Team Leaders and Sections in the organisation in respect of such proposals. Be responsible to the Building Control Manager for the administration and enforcement of relevant legislation in the implementation of such policies, programmes, practices, and procedures

- To monitor and report to the Head of Building Control on the progress and performance of the Service against the Building Safety Regulator KPIs/Operational Standard Rules, Section policies, KPIs and quality systems, taking corrective action where necessary. To assist the Building Control Manager to keep under review organisational structures and to ensure that all work is properly undertaken in accordance with standing orders
- To participate as directed in supporting the Building Safety Regulator in multi-disciplinary teams of buildings defined under S.120D of the Building Act 1984 as amended via the Building Safety Act 2022
- Implementation/enforcement of sports ground safety legislation and undertaking during performance inspections
- To assist the Head of Building Control in the implementation/enforcement of the statutory requirements of the Safety at Sports Ground Act 1975 and associated legislation. To participate in during performance inspections including outside of normal working hours attendance at GSAG and SSTG meetings, assistance in the preparation of General Safety Certificates, Special Safety Certificates, SGSA audits and any other function as deemed necessary in relation to crowd/spectator safety
- To provide detailed Building Control quotes for all building development work types to ensure that the Service maintains a competitive edge in the Building Control Market place
- To assist the Head of Building Control in the financial planning/monitoring of the Building Control business. Ensuring charges are competitive but equitable, monitor income and debt within their defined geographical area

- To allocate work to the respective area team in relation to the Service needs, ensuring statutory and service targets are met for both plan assessment and site inspection elements. Also ensuring the PBCOs and GBCOs are working within their respective competency bands
- Monitor performance of the team, working closely with the Sections Quality & Business Growth officer and the Technical Support team to ensure applications are processed in line with the Sections KPIs and Building Safety Regulators Operational Standards Rules/KPIs
- To deputise for the Head of Building Control in the functional areas as required
- To take a lead role in the procurement, assessment, and enforcement of Building Regulations for major projects for pre-submission, post submission and construction periods until contract completion
- To plan assess a selected range of applications within the respective competency banding for this role as defined under the Building Safety Regulators Competency framework which are formally submitted for consideration under the current Building Regulations, allied national and local legislation, ensuring statutory time periods are observed
- To undertake the day-to-day management of a team of professional/competent Building Control Officers, technical officers, and trainees/apprentices, and in particular allocate incoming work according to competency, monitor, and control and advise staff as necessary
- To provide competent technical expertise and advice for all building work types on site in accordance with the Building Regulations and associated legislation
- To provide detailed quotes/Service Level Agreements for proposed developments within the city to ensure market share is maintained with the Building Control marketplace
- To have a detailed knowledge of the Building Regulation fees & charges Regulations and their implementation

- To supervise and co-ordinate the activities of a team to the achievement of the Council's and Sections objectives, policies, and duties
- To assist the Head of Building Control in the development of individual risk assessed site inspection plans based on complexity, robustness of compliance and value based
- To attend officer and site meetings, public inquiries, courts of law, tribunals, Council meetings, meetings of external agencies and voluntary organisations and to deal with enquiries from the media as a representative of the Head of Building Control
- To undertake, under the direction of the Head of Building Control, relevant special projects and activities and report thereon
- To assist the Head of Building Control in the study and reporting on new or proposed legislation, circulations or other matters affecting the function of the section. Establish or revise operational systems, procedures and policies as required
- To assist the Head of Building Control and Quality & Business Growth Officer in the collation and reporting of Operational Standard Rules/KPIs for the Building Safety Regulator
- To develop, implement and maintain a quality system of data management and archiving that complies with BS EN ISO 27001:2005 accreditation and audited by an external accreditation body
- To process enquiries from members of the public Councillors, MP's and Ombudsman and complaints related to the service and initiate and pursue appropriate action
- To keep adequate records of enforcement relevant to the Service's responsibilities and for future reference
- To supervise and control the demolition of buildings in accordance with relevant legislation, including preparation of specification and approval of method statements.

- The inspection of dangerous structures and taking appropriate enforcement action under relevant legislation for the removal or securing of structures found to be dangerous
- The inspection of open to access buildings and taking appropriate enforcement action under relevant legislation for the securing of buildings found to be vacant and insecure
- The preparation work for the service of statutory notices, and summonses to be heard in courts of law, which will include the preparation of reports, specifications, and statements of evidence
- The receiving and processing of correspondence, plans, specifications, and details relevant to the enforcement mentioned above
- The participation in an emergency out of hours Building Control service
- To maintain, support and develop close working relations with other Sections and Service Areas and to attend site as required. Be responsible for the administration and enforcement of relevant legislation in the implementation of council policies, programmes, and procedures
- To provide advice on legislation, technical matters, guidance and instruction to the public, architects, surveyors, agents, builders, staff within other sections and other Portfolio's where appropriate
- To participate in all aspects of training, mentoring, competency, and personal development. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of service in recognition of the Sections business and service targets
- Maintain registration to a suitable competency banding to ensure that restricted activities/functions commensurate with the role can be undertaken

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages own and respective team's performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Explores different options for funding and income generation

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Exposure to working in adverse weather conditions on site and via call out.
- Standing for long periods time
- Sitting for medium to long periods of time
- VDU working for long periods of time
- Working at heights
- Lone working at intermittent times

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Full professional qualification i.e., R.I.C.S / C.A.B.E./C.I.O.B / M.I.F.E (A/I)
- LABC/CIOB Level 6 qualification in Building Control or other associated discipline or suitable auditable experience within the Building Control Industry (A/I)
- Ability to demonstrate competency to a Specialist Level in all Classes including 3H as defined in the Building Safety Regulators Competency Framework (A/I)

Desirable

- Management/Supervisory qualification

Experience

Essential

- Extensive technical and managerial experience within the Building Control industry and leading a team (A/I)
- Extensive experience of working within Building Control industry dealing with standard & non-standard forms of construction, commercial & residential buildings over seven storeys/18m and other complex building schemes (A/I)

- Extensive experience of dealing with dangerous structures/open to access properties and demolitions legislation (A/I)
- Extensive experience in the enforcement of the Building Regulations and other allied legislation (A/I)
- Experience in the implementation of Safety at Sports Ground legislation including during performance inspections (A/I)
- Preparation of quotes for building developments within the Building Control marketplace (A/I)
- Extensive experience in the application of Building Regulations, Approved Documents, British Standards and Codes of Practice (A/I)

Desirable

- Knowledge/experience of financial planning/monitoring within the Building Control Industry
- Substantial experience of preparing performance monitoring, ISO QA systems and KPI reports
- Use of computers for the recording of site visits, plan assessment schedules, preparation of reports and other correspondence
- Preparation of quotes for building developments within the Building Control marketplace

Skills/Abilities

Essential

- Ability to communicate on all levels, both with other professionals and with members of the public (A/I)
- Ability to manage and supervise staff and work on own initiative (A/I)

- Ability to influence, assist and motivate colleagues when passing on experience (A/I)

Desirable

- Knowledge of working with Local politicians and Councillors and ability to understand the political perspective of the Council
- Communication skills both written and verbal

Commitment

Essential

- The candidate must demonstrate a real commitment to the highest standard of service to our customer, particularly in a competitive environment (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- The candidate must demonstrate a good understanding of equal opportunities and a commitment to the implementation of equal opportunities both within Building Control and in our relations with outside organisations and the public

Other

Essential

- Hold a full clean driving licence (A/I)
- Willing to participate in out-of-hours emergency call out system and out-of-hours sports grounds safety inspections (A/I)

Desirable

- Readiness to take on additional responsibilities, commensurate with the grade and to represent the section or service to assist in the implementation of Best Value, Quality Assurance, or other initiatives
- Ability to work in accordance with Health & Safety Regulations