

Job Description

Job Title	Head of Building Control
Directorate	City Development
Service Area	Planning and Building Control
Grade	13
Competency Level	4
Salary	£78,297 to £83,919
Job Type	Hybrid
Location	City Wide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To take lead responsibility for the Building Control function within the Planning Service.

Directly Responsible For:

Building Control Team

Directly Responsible To:

Director of Planning and Building Control

Main Areas of Responsibility:

- To take lead responsibility for the Building Control function and staff across the City, providing clear leadership, strategy and policy development to achieve this
- To lead and manage all the statutory functions in relation to Building Control
- To represent the Building Control team on the Directorate Management Team and to promote the development of the Building Control function in conjunction with the Management Team and the Director of Planning & Building Control
- To establish milestones and performance criteria for all staff within Building Control
- Develop and implement systems and procedures to ensure that all services are carried out in a timely, accurate and efficient manner, leading to the achievement of the Service's Business Plan, Service targets and performance indicators
- To take lead responsibility for the building control function at appropriate meetings of the City Council
- To implement and enforce the statutory requirements of the Building Act 1984 and the Building Regulations 2010 as amended
- To monitor and manage the Building Control work programme
- To Monitor and set Building Regulation fee charges in accordance with the Fee Charges Regulations 2010, ensuring that trading income matches costs such that the trading account is balanced
- To ensure co-ordination and liaison with staff in Development Control, Planning Enforcement and other teams across the council

- To develop, implement and maintain a quality management system in compliance with BS EN ISO 9001: 2000 accreditation and audited by an external accreditation body
- To report on new or proposed legislation, circulations or other matters affecting the function of the Division. Establish or revise operational systems, procedures and policies as required
- Ensure prompt action is taken, at all times, to protect the public from any building considered to be in a dangerous condition within the city. This includes close co-operation and liaison with the Emergency Services and council teams such as Highways and City Watch
- Be responsible for delivering an emergency out of hours Building Control Service and participate in this rota/or the Council's tactical emergency planning rota
- To monitor, review and ensure a balanced and cost effective discharge of the Service's functions by organising and continuously developing working practices in relation to budgetary constraints
- To implement and enforce the statutory requirements of the Safety at Sports Ground Act 1975 and associated Legislation. This covers both sporting and special events at all designated sports grounds within Liverpool, many of these having a national or international prominence
- Liaise with emergency planning and other teams within the council together with external agencies such as the Emergency Services and the national Sports Ground Safety Authority
- Establish and implement a suitable risk-based inspection regimes of events
- Ensure satisfactory compliance with regular external audits by the Sports Ground Safety Authority
- Research, interpret and review the implementation of new and existing legislation, codes, Government initiatives and guidelines on a wide range of service delivery issues
- to ensure compliance with statutory and other obligations

- Contribute to sustainable development in all duties undertaken
- Deal with conflicting demands to establish corporate priorities.
- Build and maintain effective networks in order to seek out new ideas and innovations to improve service delivery
- Organise, motivate and develop staff within the service maximising their personal development and facilitating the achievement of the individual's targets and the Council's business and service aims and objectives
- Promote and implement business excellence throughout the service
- Promote, market and image build the service by way of presentations, written and visual material and any other appropriate means. To attend meetings, presentations, exhibitions etc. when required as a representative for the service
- Business continuity, emergency planning and risk management, ensuring health and safety and duty of care responsibilities are met

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 performance and behavioural issues effectively.
- Completion of the relevant leadership development programme

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
- Management of their own functional cost centre budgets, this includes the trading account, non-trading account and dangerous structures

- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation
- Include details of the value of budget/financial responsibility and what this budget should be use for

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:

- Office based so using a VDU and long periods of sitting

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
- Commitment to managing people well and in line with the Council's People Plan
- Business continuity, emergency planning and risk management

- 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
- Participation in the tactical/out of hours rota

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 **4**.

[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 Fellow or Member of the Royal Institute of Chartered Surveyors (MRICS), or Chartered Institute of Building Engineers (MCABE), or equivalent (AI)
- LABC Competency level accreditation or Institute of Fire Engineers Membership (AI)
- Registered as a Class 4 technical manager building inspector to do Building Safety Regulator regulated activities within this class (AI)
- Registered as a Class 3 specialist building inspector to do Building Safety Regulator regulated activities within this class (AI)

Desirable

Experience

Essential

- Extensive and proven experience of managing a Building Control Team within an urban authority (AIP)
- Extensive technical and managerial experience within Building Control (AIP)
- Experience in wider management functions in Building Control (AI)
- Extensive experience of dealing with dangerous structures and demolitions (AI)

- Extensive experience in the enforcement of the Building Regulations and other allied legislation (AI)
- Extensive practical experience of Building Regulations (Approved Documents), British Standards and Codes of Practice (AI)
- Extensive knowledge of Health and Safety legislation and its application to the Building Control function (AI)

Skills/Abilities

Essential

- Ability to manage and supervise staff and work on own initiative (AI)

Desirable

- Ability to communicate on all levels, in writing and orally with other professionals and with members of the public (AI)
- Ability to influence, assist and motivate colleagues when passing on experience (AI)
- Ability to work in accordance with Health & Safety Regulations (AI)

Commitment

Essential

Desirable

- Commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken (AI)



- Commitment to the highest standard of service to our customer, particularly in a competitive environment (AI)
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council (AI)

Other

Essential

- Hold a full clean driving licence (AI)
- Willing to participate in out-of-hours emergency call out system (AI)

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 (AI)