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| JOB TITLE: | Principal Building Control Officer | | |
| GRADE: JOB CODE: | G10 EE103PRING10 JE Checked 27/04/2022 | SERVICE AREA: | E, E & E |
| REPORTS TO: | Building Control Manager | LOCATION: | Home Based / Civic Centre |
| SPECIAL CONDITIONS: | <ul style="list-style-type: none">• Attendance at committees as required and occasional out of office hour's working including at weekends may be required such as attending dangerous structures, and safety at sports grounds.• Political activities of the post holder are restricted under the terms of the local government and Housing Act 1989• Full clean driving licence | | |

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- *Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- *Embrace change and strive for improvement continuously;*
- *Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- *Challenge the status quo, enable and empower, act with integrity.*
- *Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

- To lead a team of Building Control Officers with responsibility for the efficient and legal checking of submitted plans for compliance with the Building Regulations, and associated legislation, within a competitive environment
- To support manage and be a lead officer in the delivery of the LABC national partnering schemes.
- Lead in the implementation of access, safety and enforcement matters which relate to buildings and licenses premises, including the inspections of constructional work in progress.

3. Role specific duties and accountabilities:

Horizon Scanning

- Monitor and maintain an effective local/regional marketing strategy and advise the Building Control Manager on customer trends and priorities
- Be aware of the Approved Inspectors (AI's) activity within the borough informing the Building Control Manager, while developing dynamic approaches to market share retention and growth.
- Work closely with the Building Control Manager to identify a targeted approach to deliver a tailored bespoke building control service to meet the customer's specific needs and time frame.

Leading People

- To manage a general Building Control team under the overall supervision of the Building Control Manager.
- To deputise for the Building Control Manager in their absence.

- Oversee and contribute to the training, mentoring/coaching of team members as appropriate in accordance with the identified training requirements of the service

Managing Resources

- Implement the priorities and direct resources on a day to day basis to maintain an effective and cost efficient building control service.
- Monitor and deliver a risk assessed approach for the plan/inspection service in accordance with the national performance standards, for all building regulation applications received

Managing Performance

- Undertake and support APC performance reviews in accordance with the corporate performance principles
- To manage and supervise the workload of Building Regulation applications, to ensure quality control, to monitor performance and advise the Building Control Manager on the priorities for dealing with such matters

Managing Self

- To carry out and advise on the vetting of large schemes to ensure compliance with the Building Regulations and associated legislation.
- To carry out and allocate site inspections to ensure compliance with the Building Regulations and associated legislation. Ensure a response is made to all reports of possible dangerous buildings and structures and to advise on Party Wall issues
- To ensure that the appropriate plan inspection and licence charges are collected.
- Ensure the day to day registration of all building regulation applications are acknowledged, monitored and invoiced correctly.
- To ensure written, computerised and/or photographic records and registers are compiled and maintained in an accurate manner by Building Control Officers for constructional work in progress. To ensure the level of detail captured would if necessary be sufficient to produce proof of evidence for use in the event of litigation in cases of contravention, unauthorised works and public safety issues
- The provision of Building Control advice to planning enforcement, development control, pollution control and technical support staff.

4. Key Stakeholders and reporting lines

- To manage partners assigned to Walsall under the National Partnership Scheme , as individual partner Account Managers and to be the link contact for partnerships projects by other Local Authorities
- To respond to inquiries from Council Members, (Councillors), the building construction industry, professional practices and the general public on building control related matters.
- Advising and negotiating/liaising with architects, developers, contractors, builders, members of the general public, statutory undertakers and Officers of the Council in dealing with building control matters.
- The undertaking of statutory consultations with the West Midlands Fire Service as and when required in relation to fire safety
- Undertaking such other duties to the grading of the post as may be instructed by the Building Control Manager.



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| <p>Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.</p> | <p>Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T</p> | <p>WEIGHT CODE shows relative importance Low=1 Medium=2 High=3</p> |
| <p>Behaviours:</p> | | |
| <p>Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.</p> | I | 3 |
| <p>Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.</p> | I | 3 |
| <p>Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.</p> | I | 3 |
| <p>Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.</p> | I | 3 |
| <p>Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.</p> | I | 3 |
| <p></p> | | |
| <p>Abilities/Skills:</p> | | |
| <p>Must be well organised, self-motivated with the ability to prioritise the teams workloads with a minimum of supervision on a day to day basis</p> | I | 3 |
| <p>Be able to deal with external and internal customers in a professional positive, fair and helpful manner</p> | I | 3 |
| <p>Able to be a team player, demonstrate leadership skills and meet personal and team deadlines</p> | I | 3 |
| <p>Ability to communicate effectively at all levels both orally and in writing</p> | I | 3 |

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| Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any. | | |
| Substantial post qualification experience in a building control environment, with preferably some experience of supervising building control colleagues. | A/I | 3 |
| Must have a comprehensive knowledge of building control legislation and enforcement procedures. | I | 3 |
| Demonstrate a clear understanding of the commercial environment within which the service operates and the challenges this presents | I | 3 |
| Demonstrate a full understanding of the national (LABC) regional/local marketing and promotion of the building control service | I | 3 |
| Demonstrate a working knowledge of IT skills to maximise service delivery | A/I | 3 |
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| Evidence of continuous professional development (where applicable) | I | 1 |
| Qualification: | | |
| BSc degree in a construction related subject (or suitable experience) and / or membership of RICS, CIOB, CABE or looking to work towards this. | A/I | 3 |
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| Other Essential Requirements | | |
| An awareness of, and commitment to, equality of opportunity | I | 1 |
| Awareness of, and commitment to, confidentiality and handling data | I | 1 |
| Must be willing to work occasionally outside normal office hours when demand requires | I | 1 |
| Hold a full clean UK driving licence | I | 3 |
| Must be willing to work and train to achieve Specialist Building Control Surveyor Level 6 through the Building Safety Competence Foundation | A/I | 3 |
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| Prepared by: | Wes Palmer | Date: 27/04/22 |