

# Team Manager; Building Control

- Service area: Community Wealth Building
- Grade: P08 +15% market supplement
- Reports to: Assistant Director of Building Control
- Your team: Building Control

## Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

[Watch our video](#) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

## Key responsibilities

- To manage a team of RBIs in order to provide a building control service for the determination of building regulation applications and inspection of building work in progress to ensure compliance with Building Regulations, Building Safety Act 2022 and associated legislation.
- To respond to requests from BSR to offer advice on higher risk buildings as part of a Multi-disciplinary Team.
- To provide technical and management support for Principal RBIs
- To lead on the review process for assessing and advising on fire statements submitted in association with planning applications
- Assisting and deputising for the Assistant Director Building Control as appropriate in the management of the Building Control service, including the formulation of policy, procedures and technical standards.
- To manage a budget including monitoring of income and expenditure, authorising payments, forward planning and review.

- To be responsible for recruiting, training, coaching and developing staff including appraising staff in the team, determine their training needs, develop an in house training programme to encourage their professional development and to act as formal mentor in the service
- To take a lead on all complaints and queries related to your team and to ensure that all complaints and correspondence are dealt with in a timely, thorough and customer focussed manner and ensure that any service deficiencies that are identified through the complaints system are addressed in conjunction with the Assistant Director Building Control
- To manage Building Control performance ensuring that the team achieves the key performance indicators and customer service standards as required by the Assistant Director Building Control and relevant legislation
- To make delegated decisions in line with the Council's scheme of delegation.
- Provide expert support and advice to staff across the range of functions, and be responsible for leading on Fire Safety, CDM and structural safety.
- To lead on and oversee the validity of complaints of danger arising from defective structures, and instruct the Council's dangerous structures contractor (including outside normal working hours and at short notice). Advise and assist staff in undertaking this function.

## Leadership

As a member of the council's management team, to contribute proactively to the collective leadership for the council, working collaboratively with Members, services across the council, partners and stakeholders to deliver the council's objectives and priorities.

To drive positive cultural change, embodying and promoting the values and behaviours of the council and empowering staff to reach their full potential. Ensure that the performance and development framework is effective for all staff.

To lead on and ensure the effective implementation of corporate initiatives and transformation programmes that cut across the whole or part of the council's activities.

## Resources and Financial Management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

## Work style

Flexible/Office-Based/Frontline Role

## Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

### Essential criteria

Essential criteria	Criteria description	Assessed by
E1 subject	Educated to degree level in a relevant such as Building Control, Building Surveying, Construction, Structural Engineering with extensive experience post qualification	
	as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement	Application
E3	Have Class 3 and Class 4 Registered Inspector status through the Building Safety Regulator	Application
E4	At P08  Have Class 3 and Class 4 Registered Building Inspector status through the Building Safety Regulator  And  Extensive experience of identifying, designing and implementing service improvement measures and opportunities to generate income for the service in a building control	

## Experience

Essential criteria	Criteria description	Assessed by
E5	To have extensive experience of Control Processes and of managing building regulation applications	Application/Interview
E6	Excellent knowledge of legislation, and professional codes of practice for Building Control including Operational Standards Rules set by the Building Safety Regulator and legislation under the Health & Safety at Work Act 1974.	Application/Interview
	monitoring of income and expenditure as well as detailed budget profiling, setting of fees, reviewing and forward planning as	Application/Interview
	construction, appropriate use of materials, relevant building control legislation and the ability to apply this to advice, plan checking, surveys and inspections	Application/Interview

## Skills

Essential criteria	Criteria description	Assessed by
E9	Ability to manage a team including monitoring of workloads, priorities and performance.	Application/Interview
E10 delivery	Experience of carrying out service improvements in a building control service	
	setting legislation and the ability to act as the lead officer ensuring compliance and	Application/Interview

Essential criteria	Criteria description	Assessed by
	within the Building Regulations and ancillary legislation.	
E12	Demonstrate excellent organisational together with experience of developing and maintaining performance management systems	Application/Interview
	negotiations with service users and other interested parties to ensure the Councils policies are met.	Application/Interview
E14	Knowledge of and ability to instruct in of enforcement action, prepare and attend hearings and support team members in undertaking this role.	Application/Interview
E15	Evidence of maintaining Continuing Professional Development (CPD) in accordance with the Registered Building Inspector Code of Conduct.	

### Special requirements of the post

Essential criteria	Criteria description	Assessed by
E16	This post is subject to the council's policy on pecuniary and personal interest	
E17	This post is designated as politically restricted	

## Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor's Good Work Standard;

