

JOB DESCRIPTION

POST:	Building Control & Property Certificate Manager
DIRECTORATE:	Position
DEPARTMENT:	Building Control
LOCATION:	Banbridge but the post holder will be required to work across the Council Borough
REPORTS TO:	Head of Building Control
SALARY:	PO7 SCP 43 – 46 £45,591 - £48,529 per annum (subject to review)
HOURS:	37 hours per week, Monday to Friday, additional hours as and when required. A flexible working hours scheme is in operation.
DURATION:	Permanent

All employees are expected to model the Customer Care behaviours of “Serve Passionately, Engage Positively and Deliver Consistently.”

JOB PURPOSE:

To assist the Head of Department in ensuring the delivery of Council’s statutory functions in relation to the Department’s services and to proactively contribute to advancing an approach which maximises the opportunity and added value that the Department can deliver across the organisation and externally with key partners.

The post holder will make a significant contribution to the strategic vision, direction, development and management of the Department, including setting and achieving key outcomes and targets, as well as ensuring a high quality, customer-focused service.

The post holder will lead on the focus, work agenda and management of the full range of services in the Armagh and Banbridge District areas to ensure that the Council fulfills its statutory duties in relation to Building Regulations, Dangerous Structures, Street Naming/Postal Numbering, Energy Performance of Buildings, Safety of Sports Grounds and all other associated current and future legislation and functions. The post holder will also be responsible for the management of the Council’s Property Certificate Service.

The post holder will be required to work collaboratively to foster and sustain effective relationships and partnerships with a wide range of internal and external stakeholders including other officers, elected members, outside bodies and local citizens to advance Corporate and Departmental agendas.

MAIN DUTIES AND RESPONSIBILITIES:

1. Manage the Department within the Armagh and Banbridge District areas to ensure service delivery that enhances the public image and reputation of the Council, and which is in accordance with its governance and financial regulations. Ensure the provision of high standards of customer care and promote equality of opportunity and access in service delivery.
2. Develop policies and strategies for areas of responsibility to ensure that the Council's statutory duties and discretionary services are discharged effectively and innovatively and that the added value that the Department functions can provide corporately and externally is maximised.
3. Manage and develop staff to ensure that they and any employees for which they are responsible:
 - Promote a "One Council" approach;
 - Operate within Council policies;
 - Effectively manage their teams, positively contributing to wellbeing and high levels of employee engagement;
 - Implement and review appropriate training and development programmes for employees to ensure sufficient skills, capacity and knowledge within the service.
 - Deliver services in the most efficient and equitable manner and in accordance with Council governance and financial regulations;
 - Efficiently and effectively manage available resources;
 - Work in a corporate and collaborative way with other services and departments;
 - Deliver their agreed targets.
4. Manage and audit the allocation of duties, organise an efficient inspection regime and supervise the work of officers.
5. Validate building cost estimates and fees assessments for Building Regulation Applications, ensuring that notifications to raise inspection fees are appropriately managed and audited and make determinations on Building Control submissions in accordance with legislation and Council regulations.
6. Manage, audit and contribute to processing of plans, inspect complex building work, negotiate in matters of contention and make determinations on Building Control submissions in accordance with legislation and Council regulations.
7. Lead on consultations with internal departments and external agencies and prepare comments prior to making appropriate decisions on plans and works. Secure, as required, specialist and technical advice to ensure proper assessment of applications and compliance with the relevant legislative/regulatory requirements.
8. Manage and lead in the provision of a pre-consultation service, partner with other statutory authorities and consult, liaise and advise builders, developers, agents and the public on Building Regulations.

9. Lead on and manage the enforcement of areas of contravention under The Building Regulations Legislation, Dangerous Structures Legislation and other allied legislation, facilitate out-of-hours inspections and attend Court as required.
10. Manage, develop, implement and audit the Council's Street Naming and Postal Numbering policies and processes, including enforcement and data provision to partner organisations and make recommendations and compile enforcement notices and reports as required.
11. Manage the Council's Property Certificate Service, including the development, implementation, audit and review of all processes, policies and procedures.
12. Manage, audit and contribute to the Department's development and delivery of Fire Risk Assessments and Disabled Access Audits for the Council.
13. Ensure that the health and safety of employees and the public is paramount by ensuring that health and safety legislation, guidance, policies and procedures are in place and adhered to.
14. Ensure effective financial management by preparing and managing budgets for areas of responsibility.
15. Participate in the development and achievement of the Service estimates process and Annual Service Business Plans.
16. Contribute to the development, delivery and review of performance objectives and business plans, ensuring the achievement and, where possible, the exceeding of targets across all areas of service provision.
17. Develop, internally and externally, partnerships to assist in the development of performance measures and targets within the Council policy framework and corporate objectives and in the development and achievement of the Departmental, Council and Regional (BCNI) strategic ambitions.
18. Participate and lead in Council, Departmental, Inter-Departmental, Regional and other project teams as required.
19. Assist the Head of Department in the transition of services and transformation process to ensure that the Department is shaped to fulfill the Council's vision and Corporate Plans.
20. Assist the Head of Department to promote and embed the delivery of Corporate and Community Plan outcomes within the Department.
21. Keep abreast of changes to Building Regulations, allied legislation, advances in building techniques and systems and external policy changes and disseminate, as appropriate, to ensure consistency of interpretation amongst officers.

22. Provide policy and operational advice, guidance and support to the Head of Department, Executive Team and elected members to assist with decision-making, providing statistical information, reports and documents as required.
23. Ensure that effective Risk Management and Business Continuity Plans and procedures are in place and adhered to and assist in the execution of the Council's Emergency and Business Continuity Plans.
24. Develop and oversee the implementation of an innovative and comprehensive Internal Communications Plan.
25. Deputise for and represent the Head of Department, provide cover for the Building Control Manager as required and participate in interchange of duties to cover periods of absence.
26. Take overall responsibility, within the Armagh and Banbridge District service areas, for providing timely objective and professional advice across the functions on all relevant issues and the effective management and resolution of stakeholder queries and complaints, Freedom of Information and other information requests.
27. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.