

# Building Control Group Leader

Service	Reporting to	Location	Grade
Building Control	Senior Building Control Service Lead	Salford Civic Centre	5C

## About the role

- Assist the Senior BC Service Lead in undertaking strategic evaluation of service delivery including implementation of policy to ensure business challenges are identified and addressed.
- Provide elevated and expert technical advice to all service users including Building Safety Regulator.
- Promote use of LABC including the Partner Authority Scheme.
- Provide prioritised day-to-day management and achieve effective results through allocation, co-ordination, and delegation of Building Control Team workload.
- Act as day-to-day service lead for key high risk, complex and major developments, major incidents, and Building Safety Regulator
- Manage customer relationships to help ensure service delivery is within agreed scope and monitor customer satisfaction.
- Develop, monitor, and manage operation and systems to ensure team performance is within scope of legislative requirements, performance standards, Health and Safety, QMS, operational standards, KPI's, Code of conduct for Registered Building Inspectors, Building Inspector Competency Framework and Building Safety Regulator operational rules / requirements.
- Assist the Senior BC Service Lead to recognise service needs, forecasts future requirements, and monitor progress against financial and performance targets.
- Contribute and lead on the sourcing, development, implementation and use of innovative and effective back-office support systems.
- Ensure the Building Control service maintains appropriate records and audit trails to justify decision making processes associated with regulatory obligations.
- Develop and maintain risk assessments, robust checks, controls and QMS to ensure consistent, timely, efficient, and effective delivery of the Building Control service. Contribute to or lead process reviews and audits to address any service up-dates or shortfalls.
- Assist the Senior BC Service Lead to review and set prescribed standard charges and associated Building Regulation fees. Monitor time spent against income received to help ensure cost recovery. Assist Senior BC Service Lead with financial planning & financial performance of the service incl BSR cost recovery.
- Be available for emergencies (dangerous structures, major emergencies etc) via the BC out-of-hours call-out rota.
- Address and coordinate informal or formal service complaints and contribute towards addressing FOI / EIR requests.

- Provide strategic and policy advice regarding applications received for various types of licenses.
- Provide strategic and policy advice regarding applications under the provisions of the Safety at Sports Grounds legislation, and the council's Safety Advisory Group.
- Supervise Principal BC inspectors lead for any involvement with Safety Advisory Group/s incl issue of Safety Certificates and associated audits processes.
- Lead on procurement, financial management and supervision of consultants or contractors including (but not limited to) fire engineer, structural engineer, and emergency call-out contractor.
- Review inspector reports and prepare reports associated with key service requirements. Make recommendations in line with delegated powers for action by the relevant service lead / committee.
- Represent, when required, the BC service at meetings of the Council or outside bodies.
- Assist or deputise, when necessary, the Associate Director of Planning & Building Control and Senior BC Service Lead.
- Contribute to the succession planning, timely recruitment, selection, appointment, and retention of staff to the Building Control Section. Develop operational solutions to mitigate risks arising from staff turnover.
- Deliver appraisals, disciplinary and performance reviews.
- Ensure the team are informed about contemporary issues including legislation, regulatory changes, innovation, and service developments. Promote a supportive learning culture.
- Ensure Team competencies meet service standards, professional association/s, Building Inspector Competence Framework, Code of conduct for Registered Building Inspectors & Building Safety Regulator registration requirements.
- Assist in developing appropriate practices and subsequently managing supervision of colleagues to ensure they work within scope of their BSR registration and are adequately supervise if operating outside their registration class.
- Provide 1:1 monitoring, feedback and coaching for Building Control staff against KPI's, and performance targets. Regularly review performance and barriers to performance. Re-examine issues, diagnose solutions individually and jointly monitor steps to corrective action.
- Ensure professional development plans exist and are maintained. Ensure that training targets and milestones exists for all inspectors.
- Liaise with technical support manager to ensure the inclusive operational requirements of the service are met.
- To undertake such additional duties as are reasonably commensurate with the level of the post.

## Key outcomes

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- Contribute to the creation and maintenance of a resilient sustainable and customer focussed service that benefits our communities.
- Lead and promote a positive culture of regulatory compliance to staff and service user.
- Identify, review, and improve our service, making sure customer needs are central to our thinking and delivery.
- Actively promote the Building Regulation services.
- Guiding and mentoring the team to ensure they add value to development proposals in a proportionate way.
- Guiding and directing the team to ensure delivery of high-quality, compliant developments that positively shapes the city.
- Create and sustain a supportive and inclusive team environment that empowers staff, recognises their value, and brings the best out of them.
- Strive to meet all policies to meet all policies, service targets and standards including, health & safety, KPI's and operational requirements.
- Be familiar with and impart to the team legislation, regulations and technologies impacting on service delivery. Continually up-skill and share knowledge with colleagues / stakeholders.

## What we need from you

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- To model and demonstrate our values and leadership behaviours.
- Have an excellent technical ability and a high-level of knowledge and understanding and application of current and emerging Building regulations and associated legislation.
- Achieve and maintain the status of registered building inspector at a level of Class 3 - Category H
- Ability to contribute and coordinate internal resources to work as part of the multi-disciplinary team lead by the BSR giving informative advice on the compliance of higher risk buildings at both plan and construction stage
- Be able to give accurate advice and show leadership to Building Inspectors on higher risk and complex Building Regulation and Building Control matters.
- Be able to resolve challenging technical problems through collaboration and discussion with applicants and their agents, members of the public, BSR councillors and others as necessary.
- Have exceptional communications skills and the ability to work effectively at all levels but particularly with senior officers, be well organised and efficient, have a positive attitude, be proactive and solve problems to produce positive outcomes for the service.
- Have excellent customer care approach and skills and be able to demonstrate experience of successfully working with a range of people including members of the public, professional agents, and other stakeholders to deliver a customer focussed service.

- Be able to manage and prioritise your own workload and that of the team and work without supervision.
- A proactive and problem-solving approach to developing solutions.
- Have a construction related degree and be eligible for Membership Royal Institute of Chartered Surveyors / Association of Building Engineers.
- Have extensive experience of all technical / legal aspects relating to Building Control and securing positive outcomes on complex development proposals.
- Have the ability or potential to successfully lead a team of ambitious and experienced professional officers to deliver a cost-effective, customer focused service in a fast-paced dynamic environment.
- Be able to demonstrate a degree of management experience of a team including day to day staffing matters that arise.
- Highly developed organisational awareness and ability to understand any sensitivities within a complex multi-stakeholder structure; and think strategically to overcome obstacles to co-operation and progress.
- An engaging, resilient, persistent, good negotiator with excellent communication skills and willing to take ownership of an exciting and significant portfolio of work.
- Excellent attention to detail with an ability to work to tight deadlines.

## What we can offer you

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Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

### Developing your leadership skills

We want to equip our leaders with the knowledge, skills and behaviours outlined in our #LeadingSalford programme. Our aim is to support you to lead highly engaged, motivated teams in today's rapidly changing environment. This will be achieved through a range of bite-size Master Classes designed to help you meet the expectations that we have of our Salford leaders. In addition to the core Master Classes, we also provide accredited leadership programmes which let you build on your experience, learn about emerging approaches, and further develop your leadership practice.

### Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

### Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

### Tailored Development

Bespoke training, development and CPD aligned with the post and Building Safety Regulator operational standards and code of conduct.

## A digital organisation

### Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

### Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme, you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

## Our leadership behaviour framework

**Leadership is action, not a position. It's not just what we do but how we do it.**

Whatever your role at Salford, we all strive to achieve our vision and the best outcomes for the residents and communities of Salford.

As leaders, we all have an important part to play in achieving our organisational and service priorities. These priorities give us direction and a shared purpose in our roles and should be the focus when making decisions.

We can help make these priorities a reality by living and breathing our Salford values and leadership behaviours.

**This framework is broken down into three main areas:**



**Leading Self** - making sure we are role modelling the values and invested in our own development, demonstrating integrity and authenticity.

**Leading People** - where we create high performing teams, and a culture that is inclusive, open and where everyone has a voice.

**Leading Salford** - setting the vision and purpose, and connection to the city, empowering others around you to ensure residents are at the heart of what we do.

This behaviour framework will support us all to reflect and hold ourselves, and each other to account, as we strive for continuous improvement.

Full details of how this framework shapes our Leaders and is delivered in the workplace can be found on the [Salford Leadership](#) pages of our [greater.jobs](#) website.

## Our organisation's values

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**We have four values: Pride, Passion, People, Personal responsibility.**

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

## Our values



**Pride**

**Passion**

**People**

**Personal responsibility**

## Application guidance

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We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

### Role details

Completed by: P Crowe

Date: Apr '24

Job code: DRS00001

Job score:718

Date of evaluation: Oct '24

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