

Building Control Manager

Job Description and Person Specification

Directorate:	Communities	Service:	Building Control
Responsible to:	Assistant Director of Planning & Building Control	Responsible for:	Building Control Team
Grade:	12		
Location:	Civic Centre, Poulton-le-Fylde		

Job Purpose:

To manage delivery of the Council's Building Control functions to provide an efficient, cost effective, self-financing service ensuring compliance with statutory requirements, national performance standards, Council policies, good practice and the Service Plan.

Key Tasks & Responsibilities:

- To manage staff and oversee the day-to-day work of the Building Control Section, including the allocation of workloads and monitoring of performance.
- To encourage and support the professional development of all staff including supervising the work of other registered building inspectors within the team.
- To exercise control of all building related activities for which the Building Regulations and associated legislation specify the Local Authority as the relevant authority.
- To be the Council's lead on technical building regulation matters including checking compliance of all staff with the building inspector competence framework published by the Building Safety Regulator (BSR).
- To take appropriate action to remedy any breach of the Building Regulations which appears to warrant enforcement action and to appear in Court at such times as may be required to give evidence in support of prosecutions for non-compliance with the Building Regulations.
- To deal with dangerous structures and demolitions to safeguard the general public.

- To set the Building Regulations charges, prepare and monitor budgets relating to the income and expenditure of the Building Control Team to ensure that the service is self-financing and meets the financial criteria and targets set by central government and the Council.
- To ensure that all relevant strategies, policies and procedures are kept up to date and complied with to reflect any changes in legislation, any Building Safety Regulator guidance and ISO requirements.
- To continually review the operation of the Building Control functions and implement such alternatives and additions as may be required to enhance, develop and market the service.
- To provide advice and support on a range of complex and contentious matters to the General Public, Corporate Management Team and all Elected Members including presentation of reports and attendance at relevant meetings.
- To represent the Service, as required, at any meetings of Working Parties or Working Groups or as a representative of the Authority on outside bodies as may be required.
- To undertake any other reasonable duties, as directed by the Assistant Director of Planning & Building Control as may be required to affect the smooth running of the Council.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Corporate membership of CABE, RICS or CIOB or similar	Essential	Application
CIOB Building Control Management Level 6	Desirable	Application
Validated BSR Competency Class 2 (at 2A, B and D)	Essential	Application
Validated BSR Competency Class 2 (C, E and F), Class 3 (G and H)	Desirable	Application
Validated BSR Competency Class 4 (technical manager)	Desirable	Application





SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Effective management and leadership skills	Essential	Application/Interview
Progressive, self-motivated, able to demonstrate creativity and innovation and problem solving skills	Essential	Application/Interview
Good technical knowledge of Building Regulations, allied legislation and current building control issues	Essential	Application/Interview
Effective contributor to team working and team building	Essential	Application/Interview
Good IT skills – system administrator, knowledge of the IDOX Uniform software system, MS Access	Desirable	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Minimum 5 years post qualification experience as a Building Control Surveyor	Essential	Application/Interview
Demonstrate a sound commercial approach in delivering self-financing Building Control Service	Essential	Application/Interview
Experience in dealing with major and complex applications/projects	Essential	Application/Interview

Management experience	Desirable	Application/Interview
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ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview
Full UK Driving Licence	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- You must be a Registered Building Inspector to hold this post.
- The cost of BSR Registration, professional body membership and any related assessments will be paid.
- The post holder will be required to have a full UK driving licence.
- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: Steve Smith

Date: April 2026

Post Holder Signature:

Date: