



**JOB TITLE:** Building Control Team Leader  
**DEPARTMENT:** Building Control Division  
**POST NUMBER:** 340  
**GRADE:** Scale 7  
**ACCOUNTABLE TO:** Service Lead – Public Protection  
**LOCATION:** City Offices

**POST OBJECTIVE**

To organise, deploy and monitor the operation of the Building Control Teams and contractors, to ensure that the proper implementation of the Council's Building Control policy, the requirements of Building legislation, sound standards are achieved, and government returns are delivered within the overall directive of the Service Lead - Public Protection.

**SPECIFIC TASKS:**

1. To control the workflow of deposited plans ensuring that they are competently and promptly dealt with. To check the deposited applications and related correspondence, ensuring that proper consideration is given to the structural design submissions, determining decisions on applications and inspection of sites for purposes of determining applications.
2. Carrying out the "registration process" in respect of new applications; including checking fee submissions, documentation and enquiries.
3. Daily management of Building Control Team to achieve competent and prompt Building Regulation inspection service, the provision of all necessary data and current information relating to their work, and to carry out the inspection of works as necessary.
4. To undertake site inspections to meet service demand, and to act as cover for absent colleagues.
5. To act as technical expert and advisor on all matters of building control, for the Building Control team and Service Lead – Public Protection.
6. To support the Service Lead – Public Protection to deliver statutory returns and respond to external audits as an when required.

7. Ensure the maintenance of proper records of the operation of the Building Control Team with regard to administration, plan checking and site inspection notes. Ensuring that all service levels are implemented and enforcement actioned correctly
8. Ensure that full consultation takes place with other departments and bodies as is necessary by legislation or to enable the proper determination of applications.
9. Ensure that the liaison system with the Development Control & Enforcement Sections is effective regarding site operations and, whenever necessary, there is full consultation with any other departments and bodies, on matters arising from site work.
10. Providing advice to applicants, public and agents upon Building Control matters, generally and specifically, those arising from works that are either pending, deposited or in progress.
11. To monitor the progress of all Building Regulation applications with specific reference to checking amended plans, specifications, revised structural designs, technical standards and providing reports on performance, consultants cost and performance, etc as required by the Building Control Manager.
12. In conjunction with the Service Lead Public Protection to undertake an annual service audit in accordance with the current LABC Quality Management System.
13. To work with the Service Lead Public Protection in the marketing of Building Control to maintain market share and develop new business opportunities and to act as business liaison officer for the Partner Authority scheme and other consultants.
14. Respond to emergency call outs to and the inspection of dangerous structures and the implementation of enforcement and remedial procedures, which may require working outside normal working hours.
15. Ensure that demolition procedures are delivered to ensure public health and safety.
16. Carry out duties and appointments in support of the council's general Health, Safety and Welfare Policy and ensure that staff adhere to such safety requirements as may be in force on building sites.
17. Assist in the inspection of premises and consultations for purposes of advising the Council in the issues of Premises Licensing.
18. When directed investigate premises covered by the Building Act for purposes of insurance, and the provision of satisfactory means of escape in the case of fire.
19. Execute such other tasks within the responsibilities of the post and as may be required by the Council or the Service Lead – Public Protection.
20. Undertake training and participate in exercises relating to emergency planning and civil defence functions of the council as directed by management.

21. Manage all aspects of staffing, including performance, appraisals and training, including CPD attainment
22. Foster good working relationships with Council partners, local authorities, including the South Downs National Park Authority and Hampshire County Council, and other organisations and institutions. Consider opportunities for collaborative working and shared services.
23. As directed to deputise for the Service Lead – Public Protection for matters of Building Control delivery, in their absence.

**Health and Safety**

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

**Equality**

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

**Safeguarding**

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....

*Version date March 2026*





## PERSON SPECIFICATION

**JOB TITLE** Building Control Team Leader

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**DATE:** March 2026

Requirements		Weighting	Assessment Method
Skills	Able to liaise at a senior professional level with all customers and clients	2	I
	Ability to deal with complaints in a confident yet sympathetic manner	2	I
Experience	At least 5 yrs post qualification experience in a Building Control environment	3	A
	Relevant experience of the plan checking, inspection, survey and/or design of construction works.	3	A
	Substantial knowledge of and use of construction technical standards, public safety issues, attendant legislation and allied roles of local government and other agencies	3	A
Personal Qualities	Good customer awareness	2	I
	Emphasis on Advising	2	I
	Confident approach	2	I
	Ability to relate to all audiences	2	I
	Presentable professional manner	2	I
	Should display leadership as well as being a Team worker	2	I
Specific Job Requirements	Able to traverse building sites in all conditions	3	I
	To be able to motivate others to achieve set targets	2	I
Qualifications	Membership of the Royal Institution of Chartered Surveyors or the Chartered	3	A

	Association of Building Engineers with a minimum of 5 years' building control experience.		
	BSR Class 2D Minimum	3	A
	BSR Class 2H Preferable	2	A
	Managerial qualification would be an advantage	1	A

<i>Weighting</i>	<i>3 – Essential for the successful performance of the job</i> <i>2 – Desirable but can be achieved through on the job training or experience</i> <i>1 – Useful but not essential for successful performance of the job</i>
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<i>Assessment</i>					
<i>Application Form</i>	<i>A</i>	<i>Interview</i>	<i>I</i>	<i>Tests</i>	<i>T</i>
<i>References</i>	<i>R</i>	<i>Presentation</i>	<i>P</i>	<i>Evidence of Qualifications</i>	<i>Q</i>