Recruitment Information Pack

Registered Building Control Team Leader

Job Closing midnight, Thursday 19 November 2026

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Job Advert

Registered Building Control Team Leader

Job Title:	**Registered Building Control Team Leader**
Team / Department:	**Building Control, Development**
Location:	**Elizabeth House, Stratford-upon-Avon and Remote Working**
Employment Status:	**Permanent**
Hours per week:	**37**
Working Arrangements:	**Hybrid Working**
Salary:	**Grade D £54,143 - £57,437 pa**

About Us:

Based in the heart of Warwickshire, the beautiful district of Stratford-on-Avon is, without doubt, one of the most scenic and historical regions in the UK. Stratford-on-Avon District Council's headquarters are located in the heart of William Shakespeare's hometown. In the District, you will find thriving market towns, home to over 135,000 residents and a tourist destination for millions of visitors each year, from across the globe. We are proud to provide public services to residents, businesses and visitors across this magnificent region, making it a great place to live, work and visit.

At the Council, our people are our superpower and by choosing to bring your talents to our organisation, you will be joining a great team where everyone feels that they truly belong, full of dedicated people all working with passion and purpose, across a dynamic portfolio of work providing high-quality services.

Benefits:

As part of our team, you will enjoy a comprehensive benefits package, including:

Flexibility:

- A minimum of 25 days of annual leave, plus Bank Holidays (pro-rata for part time posts)
- Hybrid working arrangements with the flexibility to work from home for up to 60% of your hours (dependent upon the role)
- Flexi-time scheme for a better work-life balance.

Lifestyle:

- Health Cash Plan Scheme for medical and dental expenses.
- Eye test voucher scheme
- Everyone Active Gym Membership discount

Professional Development:

- Training and Development opportunities.
- Payment of one professional subscription fee

Financial Planning:

- Access to the Local Government Pension Scheme to secure your future.
- Access to free Will writing services.
- Employee Assistance Programme
- Salary Sacrifice schemes e.g. Cycle to Work etc.
- Free town centre parking

What to Expect in the Role:

Ready to combine your technical expertise with the opportunity to lead, develop and make a difference? As Building Control Team Leader, you will lead one of our two area teams, helping to deliver safe, high-quality development across Stratford-on-Avon District.

This is an opportunity to put your professional judgement into practice while helping others thrive. You will guide and support Senior and other Registered Building Inspectors, build a positive team culture and oversee a varied service covering plan checking, site inspections, dangerous structures and demolitions.

From listed buildings and a theatre to a vibrant high street, our district offers a varied and interesting mix of Building Control work. This breadth brings fresh challenges and plenty of opportunities to maintain and develop your technical skills in the commercial market, combining team leadership with continued professional growth.

Your influence will extend beyond day-to-day delivery. As part of the Development Services Management Team, you will help shape service improvements, strengthen partnerships and identify opportunities for business growth. You will also support and deputise for the Building Control Manager, giving you scope to contribute to the wider direction of the service.

We are part of the LABC funding programme and will support you to access LABC-funded training to develop your skills and further your career.

If you enjoy solving complex problems, building strong working relationships and developing the people around you, this role offers the chance to turn that enthusiasm into a lasting contribution to our communities.

Key Accountabilities and Responsibilities (Please see Job Description and Person Specification for more details):

- Lead the day-to-day delivery of one area of the Building Control team, overseeing plan checking, inspections and statutory functions, with work allocated within inspectors' registered competence.
- Coach, mentor and develop colleagues, supporting CPD, clear objectives and collaborative working to build the team's skills and resilience.
- Oversee dangerous structures and demolition work, helping protect public safety and participating in the out-of-hours dangerous structures rota.
- Build effective relationships with applicants, developers, colleagues and partners, providing clear professional advice and championing a responsive, customer-focused service.
- Maintain robust records, quality assurance and performance information, supporting LABC, BSI and Building Safety Regulator audit and reporting requirements.

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- Support and deputise for the Building Control Manager, contributing to service improvement, business growth, fee setting and budget monitoring.

What You'll Need (Please see Job Description and Person Specification for more details):

- Strong Building Control expertise and sound knowledge of the Building Regulations, relevant legislation and the Building Safety Act regulatory framework, with the professional judgement to work independently within your competence.
- Experience of leading, motivating and developing people, with an approachable style that builds confidence, supports change and encourages colleagues to achieve their potential.
- Experience of delivering a high-quality, customer-focused service, including applying requirements for dangerous structures and demolition control
- Practical experience of quality assurance, audit requirements and performance management, with the organisational skills to maintain accurate records and turn information into service improvements.
- Excellent communication and relationship-building skills, with the ability to explain complex issues clearly, handle challenging situations professionally and find pragmatic solutions.
- Commercial awareness and an understanding of the Building (Local Authority Charges) Regulations, alongside a proactive approach to managing risk, strengthening client relationships and identifying opportunities for growth.

Right To Work
Applicants must have existing Right to Work in the UK, as visa sponsorship is not available for this position

Use if Artificial Intelligence (AI) e.g. ChatGPT, Copilot, Gemini etc.
Artificial Intelligence could be a useful tool to support your application. However, all examples and statements provided must be truthful, factually accurate and taken directly from your experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by AI, as your own) applications may be withdrawn and internal applicants may be subject to disciplinary action.

Interview Format
All interviews for this position will be held face to face, as we believe this offers the best experience for candidates and panel members.

For an informal chat about the role, please contact **Wendy Appleby**, **Building Control Manager** on **07970154466** or email **wendy.appleby@stratford-dc.gov.uk**

Applications will close at **midnight** on **Friday 19th November 2026**
Interviews will be held week beginning **7th December 2026**

To apply, please visit our website: Stratford-on-Avon District Council - Current Vacancies or email hr@stratford-dc.gov.uk

The Council is committed to equality of opportunity and aims to create a welcoming, inclusive workplace where we are all able to bring our whole selves to work and perform at our best.

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Job Description

Stratford-on-Avon District Council

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions, e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title	**Registered Building Control Team Leader**		
Salary Grade	Grade D £54,143 - £57,437	**JE ID**	A1407
Contract Length	Permanent		
Hours	37		
Department	Development		
Section	Building Control		
Location	Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX		
Responsible to	Building Control Manager		
Responsible for	One of two area Building Control Teams (East or West)		

Role Purpose

The postholder will provide operational leadership of one of the Council's two building control teams. Providing Building Control functions, covering both fee-earning and non-fee-earning activities, including Dangerous Structures and Demolitions over 50% of the District.

They will be a member of the Development Services Management Team, contributing to priority-setting, performance management, policy development, service improvement, and business growth across the Service.

The postholder will support and deputise for the Building Control Manager ensuring that appropriate professional advice is given and actions taken in relation to all statutory and non-statutory functions.

They will lead and support Senior and other Registered Building Inspectors to achieve objectives across the team's area and ensure the Council meets its operational, regulatory and legal obligations relating to Building Control and Building Safety across the team's area.

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The postholder will also work with partners across the District and wider region to promote managed growth, community safety, public health, economic prosperity, and other strategic Council priorities.

Principal Duties and Responsibilities

- Assume operational responsibility for the Council's Building Control function across one of two area teams. Ensuring delivery in accordance with Council policies, procedures, legislation and best practice.
- Understand and work within the Building Inspector Competency Framework (BICoF) and maintain competency to a minimum Registered Building Inspector Class 2A-F
- Ensure that work is carried only carried out by RBI's within the competency registration
- Work within the LABC BSI 9001 QMS framework to ensure that accreditation is maintained. Contribute to producing documentation to satisfy LABC, BSI and BSR audit requirements.
- Ensure data is prepared regularly by their team to satisfy the KPI requirements of the Building Safety Regulator (BSR).
- Ensure all controllable work in the District is monitored and inspected by competent, BSR-registered staff in accordance with the Building Safety Act and associated legislation.
- Demonstrate commercial acumen, market awareness, strong client relationship skills and effective risk management.
- Support, train, mentor and develop officers to build capacity, resilience and ensure continued professional development and operational delivery.
- Manage staff performance, including training needs assessment, CPD support, and provision of clear guidance and direction.
- Display commercial acumen and be responsible for setting fees, in conjunction with the Building Control Manager, for services provided across the team's area.
- Specify and appraise operational, team and individual performance, ensuring regular 1:1s, PDRs and effective HR management.
- Provide the Building Control Manager, colleagues and Elected Members with sound professional advice on Building Control, the Building Safety Act (or successor legislation), and relevant policy, best practice and future strategy, translating these into clear objectives and actions.
- Ensure accurate, comprehensive and up-to-date records of plan checking and site inspections.
- Monitor the checking and processing of applications for compliance with the Building (Local Authority Charges) Regulations.
- Assist in monitoring compliance with planning conditions and consents, liaising with planning and enforcement officers and taking appropriate action when required.
- Ensure compliance and contribute to policy development where necessary regarding policies, procedures, standards and legislation relating to:
  1. Dangerous structures
  2. Control of demolition
  3. Safety at Sports Grounds
  4. Theatre and Cinema licensing
- Work flexibly, including occasional evenings and weekends, as required to fulfil the duties of the post.
- Assist with out of hours dangerous structures and take part in the dangerous structure rota.
- Travel throughout the District and beyond as necessary for effective performance of duties.
- Be aware of health and safety responsibilities and identify any necessary H&S training during appraisal.

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- As this is a public-facing role under the Immigration Act 2016, maintain a level of spoken English sufficient for effective performance.
- Undertake any other duties commensurate with the grade of the post and its management responsibilities within the Council, Directorate and community.

Budgetary Responsibilities

- Monitor expenditure and income against agreed revenue budgets, taking corrective action where necessary.
- To identify opportunities for reducing expenditure via different ways of service delivery and provision.

Management Responsibilities

- Use the Appraisal Scheme to review and identify training needs, supporting the development of staff skills and abilities.
- Be accountable for developing and supporting direct reports, ensuring objectives and targets are achieved and staff work in accordance with professional standards and practices.
- Take responsibility for the performance of the team, providing strong leadership, promoting a 'can-do' approach, flexibility, teamwork and continuous improvement.
- Undertake performance measurement and management, including motivation, development and ongoing management of staff. Ensure effective cross-team working, maximise skills and resources, and eliminate siloed working.

Corporate Responsibilities

- Be aware of your health and safety responsibilities and identify any required health and safety training through the appraisal process.
- Act positively to create a welcoming, inclusive workplace where all staff feel able to bring their whole selves to work and perform at their best. Encourage and promote trust, integrity, approachability and adaptability.
- Support the Council in meeting its responsibilities under the Civil Contingencies Act by ensuring effective arrangements for emergency planning and business continuity, including participation in the Duty Officer rota.
- This post is politically restricted in accordance with the Local Government and Housing Act 1989 and the Local Democracy, Economic Development and Construction Act 2009.

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Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to enable them to perform the role.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D) as shown in the final column.

Essential Criteria

	Qualifications	
1	Degree in a relevant Built Environment or technical discipline *or* a degree with demonstrable knowledge and experience of managing a comparable statutory service within local government.	A + D
2	Chartered Membership of a relevant professional body.	A + D
3	Registered to at least Class 2A-F Building Inspector	A + D
	Knowledge & Experience	
4	Strong knowledge of Building Control legislation, policy, professional practice and the regulatory framework under the Building Safety Act.	I + P + T
5	Understand and apply policies, procedures, standards and legislation relating to: 1. Dangerous structures 2. Control of demolition 3. Safety at Sports Grounds	I + T
6	Proven experience of the LABC BSI 9001 Quality Management System accreditation and productions of documentation to satisfy LABC, BSI and BSR audit requirements.	I + P
7	Understand and implement the requirements of maintaining the required professional CPD	I
8	Demonstrable experience of managing a high-quality, customer-focused service.	I + P
9	Experience of successfully leading, motivating and developing staff.	I
10	Understanding and experience of implementing change management.	I
11	Understanding of the Building (Local Authority Charges) Regulations.	I
12	Proven track record of identifying and exploiting new opportunities to deliver measurable service improvements.	I
13	Demonstrable understanding of performance management and its practical application in a local authority or regulatory environment.	I

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	Skills & Competencies	
14	Registered with the Building Safety Regulator as a Class 2A–F Registered Building Inspector, with demonstrable competency to work: • independently on Class 2A–F projects	A + D + T
15	Ability to build and maintain effective, positive relationships with internal and external stakeholders.	I
16	Demonstrate commercial acumen, market awareness, strong client relationship skills and effective risk management.	I
17	Proven leadership skills, with the ability to inspire, influence and direct others.	I
18	Highly organised, with excellent time management skills and the ability to work accurately to tight deadlines.	I + P
19	Strong analytical and problem-solving skills, with a pragmatic and creative approach to resolving complex issues and understanding the implications of decisions.	I + P
20	Ability to maintain accurate written records that clearly evidence decisions made, aligned with audit and regulatory requirements.	I
21	Ability to work independently with minimal supervision, within the limits of professional competence.	I
22	Good working knowledge of IT systems such as word, excel, Microsoft, GIS.	I
	Character & Behaviour	
23	Demonstrates the professional integrity, ethical behaviour and regulatory mindset required by the Building Safety Regulator and the Building Inspector Competence Framework (BICoF).	I + P
24	Demonstrates enthusiasm and a commitment to delivering a high-quality service, adopting a proactive, 'can-do' approach across office and remote working environments.	I
25	Shows awareness of the impact on others, maintaining confidentiality, supporting team relationships and promoting wellbeing. Values inclusion, diversity, openness and respect, and fosters mutual trust.	I
26	Works collaboratively to achieve shared goals, supporting colleagues, sharing information and seeking expertise from partners and communities.	I
27	Takes ownership of wellbeing, workload and professional development. Demonstrates accountability for actions, decisions and performance.	I
28	Demonstrates strong leadership by delivering outcomes, motivating the team and supporting individuals to achieve their potential.	I
29	Trustworthy, open and transparent, with the confidence to challenge constructively when required.	I

30	Communicates clearly and concisely, simplifying complexity and adapting communication style to suit different audiences, including hybrid working environments.	I
31	Able to manage confrontational or challenging situations professionally, de-escalating where necessary.	I + P
32	Commitment to maintaining Continuing Professional Development (CPD) in accordance with the Registered Building Inspector Code of Conduct.	I
	Availability / Locality / Mobility	
33	Full driving licence and access to a suitable vehicle for work purposes, or alternative suitable transport enabling the role to be carried out effectively.	A + D
34	Ability to work across various locations, including construction sites, rough terrain, ladders, trenches and other site-based environments.	A + I
35	Flexibility to meet the operational needs of the service.	I

Desirable Criteria

	Qualifications	
1	Post Graduate Qualification in a relevant Built Environment or technical discipline.	
2	A management qualification.	
3	Knowledge of Uniform IT system for Building Control.	

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Information for applicants

Stratford-on-Avon District Council

Employing Authority:	Stratford on Avon District Council		
Post Title:	Registered Building Control Team Leader	Post Ref:	PU2000271
Service Area:	Development	Team:	Building Control

Salary Range and Grade	Grade D	£54,143 - £57,437
Contract Type	Permanent	
Business Mileage	Essential, 55p per mile	
Interval / Method of payment	18th of the month by BAC's	
Main place of work	Elizabeth House, Stratford upon Avon	
Hours of work	**37** hours per week The Council's standard hours are:- 8.45am to 5.15pm, Monday to Wednesday and 8.45am to 5.00 Thursday and Friday.	
Flexi Leave	The Council's flexi-time scheme applies.	
Notice Period	8 weeks	
Annual Leave Entitlement	25 working days, rising to 28 working days after five years' continuous service in Local Government. The leave year will begin the month you commence employment In addition, there are 8 public holidays which are Bank Holidays. On top of these days the Council grant three extra statutory days during the Christmas period.	
Probation Period	6 month probation period	
Pension Scheme	Local Government Pension Scheme	
Parking	Town Centre Car Parks	
Politically Restricted	No	
DBS Check	Not Required	
Subsidised Corporate Leisure Membership	Stratford Leisure Centre	
Participation in Salary Sacrifice Scheme	Halfords Cycle to Work	

People with Disabilities	People with disabilities will be guaranteed an interview, providing they meet the Essential criteria for the position, and that they declare their disability on their application form. Under The Equality Act 2010, a person has a disability if: They have a physical or mental impairment. The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.
No Smoking Policy	The Council operates a no-smoking policy throughout all Council premises. Hopefully, if you are a smoker, you will see that the Council is acting in the overall interest of all its employees' health and you will not be deterred from applying for any post which interests you.

Interview Arrangements

Interview Day and Date	Week commencing 7 December 2026
Interview Location	Elizabeth House, Church Street, Stratford upon Avon CV37 6HX
Closing Date for Completed Applications	**Midnight, Thursday 19 November 2026**

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Some of the benefits of working at Stratford-on-Avon District Council

Applicable to Employed Staff

Competitive salary

Flexi time*

Flexible Working
(including Homeworking*, Hybrid Working Environment - Minimum 40% of time in the office*, Agile Working*)

Work laptop, keyboard, mouse, additional screen and headset.

Work mobile phone*

Access to training & development

Opportunities for career progression

Full time working hours
37 per week
(8.45am – 5.15pm Mon – Wed, 8.45am – 5.00pm Thurs/Fri)

Free office town centre parking

Excellent office town centre location
- Easy to reach by road or rail

25 days annual leave basic entitlement, plus
- 5 years continuous service - 3 extra days
- After 10 years continuous service - 1 extra day
- After 15 years continuous service - 1 extra day
- After 20 years continuous service - 1 further extra day (total of 31 days with 20 years continuous service)
- 8 days Bank Holidays
- 3 extra statutory days during the Christmas period

Volunteering Opportunities (Paid Leave)
- Up to 37 hours linked to Career Development
- Up to 15 hours not linked to Career Development

Free BUPA Health Expenses Scheme and confidential EAP which includes a Health Line, Elderly Care Support line and telephone counselling

Automatic enrolment into the Local Government Pension Scheme
(Career Average Scheme)

Supportive sick pay scheme

A commitment to equality, diversity and inclusion

Enhanced Maternity and Paternity pay

Cycle to Work Scheme

Kaarp Benefits scheme

Everyone Active Gym Membership scheme

Professional subscription paid
(one essential subscription)

*Not applicable to all roles

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Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX