EXETER CITY COUNCIL

Job Description

JOB TITLE	**:** Project Manager (Building Control)
GRADE	**:** I plus Market Supplement of £6,851
POST NO	**:** 008094
DIRECTORATE	**:** Planning and Development
UNIT	**:** City Development
REPORTS TO	**:** Assistant Service Lead – Building Control
RESPONSIBLE FOR	**:** None
LIAISON WITH	**:** Elected Members/ staff throughout the Council / external agencies, private and voluntary sector / applicants and agents / architects, developers and Builders / emergency services / general public

MAIN PURPOSE

To deliver good development.

MAIN DUTIES & RESPONSIBILITIES (MDR)

1. Checking applications and inspecting work on site for minor developments to ensure that the proposals are in conformity with current Building Regulations and allied legislation.

2. Inspecting dangerous structures, in and outside of office hours, and implementing the appropriate procedures for remedial action, including the preparation of formal Notices and applications to the Magistrates' Court.

3. To investigate complaints regarding illegal building work and undertake enforcement action as appropriate.

4. Investigate, order and supervise, as appropriate, demolition works and dealing with notifications made under Section 80 of the Building Act 1984.

5. To positively promote the Council's Building Control service, seek new business opportunities and ensure that the business remains economically competitive.

6. To respond to tendering requests for Building Control Services for minor projects and negotiate charges for Building Regulations work based on a risk based assessment method in accordance with The Building (Local Authority Charges) Regulations 2010 to take account of actual assessed cost levels and local competition.

7. To contribute fully to the provision of an excellent service to enquiries received throughout the working day.

8. To assist in the development of any Project Manager (Building Control) or Trainee undergoing training, monitoring their progress and giving guidance as necessary.

9. To deputise for Principal Project Managers (Building Control)

10. Any other duties commensurate with the role

DATE LAST UPDATED: November 2022

Person Specification

JOB TITLE : PRINCIPAL PROJECT MANAGER (BUILDING CONTROL)

GRADE : I

POST NO : 008094

DIRECTORATE : PLANNING AND DEVELOPMENT

UNIT : CITY DEVELOPMENT

Qualifications & Knowledge

Criteria	Essential/ Desirable (E/D)	Method of Assessment
A degree in a Building Surveying	E	C
Membership of the RICS or ABE	D	C
Substantial post qualification experience in a Building Control or development based discipline	D	A,I
A commitment to continuing professional development	E	A
Experience of supervising construction projects	E	A,I,R
Project Management Skills	E	A,I,R

Special Requirements & Skills

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Physically fit to climb ladders and scaffolding, inspect excavations, confined spaces and loft voids which require substantial bending and stretching	E	A
Commitment to the highest standards of customer care	E	A,I,R
Experience of dealing with minor development proposals which require a project management and development team approach.	E	A,I,R
A flexible approach to meeting customer demand including the willingness to work outside normal office hours when required	E	I
A commitment to the delivery of, and a clear understanding of what constitutes “good development”	E	I
Ability to use SAP/SBEM software	E	A,I
Ability to understand highly detailed and technical drawings and specifications	E	A,I,R

Other

Criteria	Essential/ Desirable (E/D)	Method of Assessment
Ability to communicate advice clearly and effectively to a variety of audiences orally and in writing.	E	A,I
Ability to organise and prioritise workload and meet deadlines	E	I
Ability to work effectively within a team	E	A,I

CATEGORY: A: Application, **C:** Certificates, **T:** Testing, **I:** Interview, **R:** References.

COMPLETED BY : Steve Chapman
DATE : 23 November 2022