

ROLE PROFILE

Job Title:	Deputy Head of Building Control (Class 3 Specialist)
Location:	Colindale / Hybrid
Department:	Planning & Building Control
Directorate:	Customer & Place
Grade:	M
Reports to:	Head of Building Control (Class 4 Technical)

1. Job Purpose:

- Where appropriate and within limits of competence, to manage a team of inspectors including the *Specialist Building Inspector*, *Building Inspector* and *Trainee Building Inspector* roles and provide supervision of project work;
- To undertake specialist or technical assessments/activities and make decisions on those assessments, using skills that would have been gained through qualifications and practical experience, to effectively deliver the Building Control service through the Council's scheme of delegation in relation to the Building Act 1984 etc., ensuring buildings comply with the relevant regulatory standards in terms of health, safety, sustainability, energy conservation, accessibility, and design;
- To lead the Building Control service and its working relationship with the Building Safety Regulator (BSR) and any associated regional hub;
- To oversee the Council's response to relevant committees (building advisory, industry competence, residents panel etc.), participation in Multi-Disciplinary Teams (MDT), performance reporting and registration of the inspector roles;
- To be able to effectively evaluate and allocate a full range of projects with specific focus on more complex schemes and high-risk buildings including those 'in scope', examining plans and carrying out site inspections, initiating and dealing with enforcement action;
- To assess dangerous structures and implement any immediate necessary works;
- To deputise for the *Head of Building Control* as necessary.

2. Key Accountabilities:

- To discharge the Council's delegated powers and duties as required by the Building Act 1984, Building Safety Act 2022, and other legislation and to provide appropriate and proportionate advice to the responsible inspector concerning decisions about compliance with the Building Regulations 2010 etc. and being within the limits of the post holders competence;

- Based on validated competence, without direct supervision, to manage a portfolio of projects, including high-risk 'in scope' building schemes (new applications, regularisations, and reversion applications) and maintain proper records/trackers, for plan appraisals and site inspections, the evaluation of work/remedial action, working within a framework for inspections of projects to ensure compliance with the current Building Act 1984, Building Safety Act 2022, Building Regulations 2010, allied legislation, and technical standards;
- Within limits of competence, to provide accurate information, advice, and professional support to businesses and/or individuals, in accordance with the inspection framework or through 'spot checks' and ensure appropriate action is taken to comply with legislation and technical standards;
- To investigate matters, including complaints from elected members and the public, the control of demolition, dangerous structures, contraventions, and unauthorised works and initiate and undertake enforcement action, as necessary, including the issuing of notices, to ensure compliance with the appropriate legislation and the Council's obligations under the Building Act 1984;
- To be available to partake in the dangerous structures rota, when necessary, and responding within a 2-hour target time both in and out of hours, to discharge the Council's delegated powers and duties, as required under the London Building Act 1939, associated legislation etc., and authorise relevant works via the site contractor framework agreement;
- With respect to enforcement, the post holder will arrange for files of evidence to be deposited with the Council's solicitors and where necessary attend magistrates/crown court as the Council's expert witness in associated cases. All actions, taken whilst compiling reports on continuing work and decisions taken for the health, safety and welfare of the wider community will be notified to the wider management team;
- To liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members, and internal departments as necessary to ensure a seamless team approach to the provision of guidance, advice, and service delivery;
- To establish and maintain appropriate links with building professionals, providing an excellent customer focussed service (either face-to-face or other appropriate form of communication) and support the development of the Building Control service and with the exploration of new and expanding markets to encourage new and repeat business;
- To respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/or end of the day. Additionally, on occasions, out of hours working may be required by agreement.

Management

- To manage a team of inspectors with a wide range of professional and technical skills ensuring the Council discharges its delegated powers and duties, as required under the Building Act 1984, associated legislation etc.;
- Within limits of competence, to support and supervise, in accordance with the management framework, any other members of the team including, where agreed, the delegation of plan checking, site inspections and other duties. Including mentoring other members of the team seeking to gain more experience/demonstrate competency;
- To deputise and make decisions for the Head of Building Control in their absence;

- To understand and contribute to the vision, values, and strategic priorities of the Planning & Building Control service so that team members are engaged and motivated to deliver the Council's strategic and service priorities and objectives;
- To positively contribute to the continued registration to ISO 9001 'quality management system' and a strong, efficient, and effective performance culture with a focus on service excellence and customer satisfaction;
- To maintain an expert understanding of the requirements of the Building Safety Act 2022 including the Building Inspector Competence Framework (BICoF), Code of Conduct for Registered Building Inspectors and Building Safety Case regime.

Training

- To actively pursue personal development of skills, knowledge, and competency necessary for effective performance in the role, for the team, service, and local authority;
- To maintain chartered membership of a relevant professional body and/or working towards accreditation proportionate to the role;
- To maintain and demonstrate inspector registration status relevant to the responsibility and competency required from the role and/or equivalent validation (currently Class 3, see Table 1);
- To demonstrate an understanding of performing roles described within the registration classes and comply with the associated code of conduct;
- The post holder must only carry out unsupervised functions and/or activities that are within the limits of their competence. Undertaking functions/activities on buildings etc. that are beyond the limits of competence must be under the supervision of a suitably competent inspector unless the nature of the work being assessed/inspected is the same as the type of work they would usually carry out within the limits of validated competence;
- To train, mentor and develop members of the Building Control team.

Class 1	Trainee Building Inspector
Class 2	Building Inspector
Class 3	Specialist Building Inspector
Class 4	Building Inspector (Technical Manager)

Registration classes – Building Inspector Competence Framework (BICoF) April 2023

Table 1

3. Financial Responsibilities:

- To ensure day-to-day finance support processes are carried out efficiently and in a timely manner, including project record keeping and service level agreements;
- To contribute to the marketing and promotion of the Building Control service to minimise the loss of work to Approved Inspectors or private sector competitors;
- To assist the Head of Building Control in the delivery of a cost-effective service.

4. Health and Safety Responsibilities:

As a manager of the London Borough of Barnet, you are required to:

- Abid by of Barnet's health and safety policy, associated arrangements for managing, and implement the manager's responsibilities set out therein;
- Complete mandatory health and safety training;
- Ensure risk assessments are in place for all task/activities where there are significant hazards, including stressors that could have an adverse effect on staff wellbeing;
- Identify and implement controls;
- Ensure staff are aware of the risk assessment findings and trained in the use of controls measures;
- Monitor health and safety compliance arrangements and take action where there are concerns;
- Include health and safety in regular management team meetings;
- Lead by example, monitor and enforce health and safety compliance of staff.

5. Promotion of Corporate Values:

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

6. Flexibility:

In order to deliver the service effectively, a degree of flexibility is needed, and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. The Council's Commitment to Equality:

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

PERSON SPECIFICATION

Job Title	Deputy Head of Building Control (Class 3 Specialist)
Location:	Colindale / Hybrid
Directorate:	Customer & Place
Grade:	M
Salary Range:	£65,262 - £72,266
Reports to:	Head of Building Control (Class 4 Technical)

Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Educated to degree/masters level in a relevant subject such as Building Control, Building Surveying, Construction, Structural Engineering and/or be able to demonstrate learning at an equivalent level.	Essential	Application
Chartered member of a relevant professional body such as RICS, CABE, CIOB or equivalent with relevant Building Control bias and evidence of achieving CPD requirement.	Essential	Application
Experience & Knowledge		
Experience of managing a team or operation within Building Control or a similar specialist technical area with clients and/or customer-facing aspects.	Essential	Interview
Demonstrate excellent knowledge of the construction industry, methods, techniques, and materials.	Essential	Interview
An excellent knowledge of legislation, regulations, and professional codes of practice for the service area, including the Building Act 1984, and associated Building Control functions offered by a local authority.	Essential	Interview
Demonstrate an excellent understanding of local government services and procedures.	Essential	Interview
Have an excellent understanding of professional boundaries and how they impact on service delivery within the setting of local government.	Essential	Interview

Have a good understanding of financial constraints and how they impact on service delivery.	Essential	Interview
Experience of providing high standards of customer service across a range of diverse activities.	Essential	Interview
Substantial experience in Building Control, working on a full range of developments including complex 'high-risk' buildings.	Essential	Interview
Skill & Ability		
Ability to motivate staff, set priorities and targets, direct and plan work to provide an integrated service to meet standards and deadlines.	Essential	Interview
Excellent communication and strong interpersonal skills with ability to influence and challenge, working effectively in providing leadership to a team and as part of a wider management team.	Essential	Interview
Effective problem solver with a pragmatic logical approach to decision making, drawing on technical expertise to make sound and timely decisions based on analysis of relevant information and deliver innovative solutions to complex problems.	Essential	Interview
Ability to work effectively in a political environment and establish positive relationships with councillors, managers, staff, external partners, and interest groups in a way that establishes confidence, credibility, and trust.	Essential	Interview
Excellent written, oral, communication and presentation skills with the ability to maintain accurate records. Ability to prepare technical and expert witness reports on compliance matters.	Essential	Interview
Technically excellent individual who demonstrates logical methods of working, shows attention to detail, and provides clear professional advice. Up-to-date knowledge of the Building Regulations 2010 and associated British Standards and Approved Documents.	Essential	Interview
Building inspector registration status relevant to the responsibility and competency required from	Essential	Application

the role and/or equivalent validation (currently Class 3).		
Ability to thoroughly examine principal designers' plans, undertake site inspections and compile reports and keep written records to justify decisions made in relation to the practical application of the Building Regulations 2010, within the context of investigation by the Building Safety Regulator and the personal liability imposed upon all inspectors by the Building Safety Act 2022.	Essential	Interview
A range of good ICT skills including efficient keyboard use to produce own correspondence, email management, data input and use of relevant office programmes and software.	Essential	Interview
Excellent interpersonal/people skills, self-motivated and a productive team player, able to co-ordinate work activities to maximise service delivery.	Essential	Interview
Ability to think and act with a pragmatic and creative approach to problem solving highly complex issues, breaking these down into manageable parts and think through the implications of decisions. Able to work flexibly and adapt to changing priorities.	Essential	Interview
Ability to work on your own initiative with minimal supervision. Including able to set challenging goals for self and identifies opportunities and barriers and deals with them to achieve service delivery.	Essential	Interview
Excellent organisational and time management skills and the ability to work to tight deadlines, maintaining accuracy and diligence.	Essential	Interview
Able to influence a positive culture and support others with new ways of working to ensure business objectives are achieved.	Essential	Interview
The post holder must be able to demonstrate, using the competency framework, the ability to carry out the duties and tasks commensurate with competency level relevant to the role.	Essential	Interview
Locality & Mobility		
Full driving license/own vehicle suitable for use at work and/or access to a mode of transport	Essential	Application

which allows the post holder to carry out the duties of the role.		
Ability to work in various locations which will require the post holder to work on sites across rough terrain, climbing ladders, working at height, and entering trenches.	Essential	Interview
Willingness to adopt a hybrid approach to working with regular attendance to the Colindale office as appropriate.	Essential	Interview
Values & Behaviours		
Caring		
Integrity: I work with candidates and colleagues in a way that builds trust.	Essential	Interview
Empathy: I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok.	Essential	Interview
Support: I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt.	Essential	Interview
Learning to Improve		
Insight: I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Interview
Agile: I am fully empowered to act within the scope of my role.	Essential	Interview
Growth mindset: I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can.	Essential	Interview
Inclusive		
Personal responsibility: I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding.	Essential	Interview
Engage with discomfort: I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others.	Essential	Interview

Champion diversity: I recognise the advantages and importance of equality, diversity, and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Interview
Collaborative		
One team: I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others.	Essential	Interview
Accountable: I accept responsibility for my own actions and decisions and demonstrate commitment to ensuring these align to what is best for Barnet.	Essential	Interview
Outcomes focused: I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards.	Essential	Interview