

Building Control Manager - Grade PO, SCP 35 – 41 (£48,373- £56,936)

Are you ready to make a significant impact in our City? We are seeking a dynamic Building Control Manager to join our local authority team. If you have a passion for ensuring the safety and compliance of buildings, along with excellent leadership skills, we want to hear from you!

In this role you will oversee building regulations, lead a dedicated team and contribute to the growth and development of the community. Join us in shaping the future of the City with your expertise and vision. Apply now and be part of the Council's mission to create a safer, more sustainable environment for all.

A detailed job description and person specification can be downloaded by visiting the Council website (www.douglas.im) or the Human Resources Section (696455). For an informal chat about the role you can give Chris Pycroft, Assistant Chief Officer (Regeneration) (696305) a call.

Closing date for submission of applications **Friday, 29th November 2024 at 5.00 pm.**

Miss K J Rice, Chief Executive, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD
Douglas City Council are committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

JOB DESCRIPTION

DEPARTMENT	Environment & Regeneration
SUB-SECTION	Building Control (BC)
DESIGNATION	Building Control Manager
REPORTS TO	Assistant Chief Officer (Regeneration)
DURATION	Permanent
GRADE	PO Grade. 35 – 41 (£48,373 - £56,936)
HOURS OF DUTY:	Monday – Friday (37 hours per week)

MAIN PURPOSE OF THE JOB

Lead and manage the Council's Building Control Team to provide a professional efficient and effective service to customers and ensuring all construction in Douglas City complies with Building Regulations.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. Responsible for management, supervision, direction and co-ordination of staff of the Section ensuring compliance with Council's policies and practices. Monitor and manage the workload of BC Officers ensuring staff are motivated and propose training requirements as necessary.
2. Responsible for BC Service budget. Ensure applications are assessed to certify correct fee is charged and costs are managed in accordance with Standing Orders.
3. Ensure applications, amendments, regularisations and/or specialist elements of applications are assigned for checking to a competent Building Control Officer (including the post-holder) or suitable external consultant engaged in accordance with Standing Orders and that all necessary consultations with the Fire Service, Manx Utilities, Environmental Health or similar are undertaken and feedback considered appropriately.
4. Oversee the approval of all Building Regulation applications and completed projects deemed to meet the necessary standards within statutory or internal timescales.
5. Ensure appropriate inspection regimes are established and agreed and inspection fees are charged accordingly.
6. Manage disputed compliance as appropriate including informal negotiations, issuing of notices of non-compliance, enforcement, representing Council at court, adjudication and determination.
7. Council's lead point of contact for liaison with Department of Environment, Food & Agriculture (DEFA) and other Building Control authorities regarding changes to Building Regulations and related legislation.
8. Ensure Council maintains a suitable back office system for smooth, effective, efficient and accurate operation of BC service.

9. Identify opportunities to develop and implement improvements and innovations in service delivery to create flexible, responsive and proactive services and to optimise the full potential of the staff of the Section and its resources.
10. Undertake work reviews, approve annual leave and monitor sickness absence direct reports in accordance with Council policies.
11. Attend relevant Departmental management meetings ensuring the implementation of agreed practices and policies arising from such meetings.
12. Prepare reports for Committee and Council meetings and attend as required.
13. Provide effective and accessible advice on technical building control matters, interpret and advise on legislation and related information to Members and Officers of the Council, staff and members of the public.
14. Exercise delegated powers as may be required under a Scheme of Delegation to Officers, including approval and rejection of applications, cancellations of approvals not exercised and notices requiring work to be opened up, removed or altered.
15. Responsible for providing an efficient, accurate and prompt Property Search service.
16. Be one of the Council's points of contact in relation to dangerous structures and;
 - a. in the absence of the Community & Enforcement Manager respond to reports of dangerous structures and be responsible during the initial response stage for investigation, assessment, decision making and liaison with relevant internal and external parties including building owners, emergency services, utility companies, consultants and Government agencies to develop and implement a suitable response to eliminate immediate danger and be responsible for emergency decision making in the interests of the preservation of life and property in liaison with senior management whenever possible; and
 - b. assist the Community & Enforcement Manager (or other managers) in relation to other aspects relating to dangerous structures.
17. Prepare BC Business Continuity Plan, Service Plan and quarterly monitoring reports. Engage with Internal Auditors in relation to the operations of BC Service.
18. Responsible for document management for Building Control and Property Search services maintaining an awareness of legislation and Council policies in relation to document retention, Freedom of Information and Data Protection.
19. Develop and maintain good working relationships within Environmental & Regeneration Teams, internal Departments, external agencies, including liaison with DEFA, and other agencies as required.
20. Comply at all times with the Council absence reporting procedures ensuring the ACOR is immediately advised on any occasion when ill-health prevents attendance at work.
21. Ensure equality of opportunity for all people, in service provision and in employment and work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.

22. Alert ACOR of any matters with sensitive or corporate implications, working together for solutions in the Council's interests.
23. Comply with the provisions of the Isle of Man Data Protection Act 2018, Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations, other relevant legislation and Committee procedures.
24. Responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of staff, staff of the Building Control Section, safety of the public and other staff who come into contact with any aspect of the duties being undertaken.. Ensure team members wear appropriate personal protection equipment and that site safety requirements are observed at all times.
25. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
26. Such other duties of a similar level of responsibility as may from time to time be required by the Assistant Chief Officer (Regeneration) or Director of Environment & Regeneration.

SELECTION CRITERIA

Essential

1. A formal qualification in the Building/Construction Industry to a minimum of HNC/HND level.
2. Corporate membership of a *relevant professional body
3. Significant proven experience at a senior level in a Building Control office.
4. Extensive knowledge of relevant legislation and regulatory framework for the provision of the Building Control function.
5. Comprehensive knowledge of processes and issues surrounding public safety.
6. Comprehensive understanding of structure analysis and relevant issues.
7. Comprehensive understanding of legal requirements of the job and its applications in Court.
8. Technical ability and skill to interpret and assess plans, drawings, calculations and specifications to ensure compliance with Building Regulations and other relevant legislation.
9. Management and supervisory skills.
10. IT and keyboard skills commensurate with the post.
11. Full clean valid driving licence.

* relevant professional bodies include:

- Royal Institute of Chartered Surveyors
- Association of Building Engineers
- Chartered Institute of Building, Institute of Structural Engineers, etc.

Desirable

1. Experience of local government and an understanding of the operations and functions of a local authority.
2. Knowledge of the Council's Standing Orders, Financial Regulations and the Isle of Man Government Procedures for Capital Projects (including requirements for Petitioning purposes)
3. Political sensitivity.