

# Oxford City Council

Building a world class city for everyone

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## Career Opportunity

<b>Job Title</b>	<b>Building Control Team Manager</b>
<b>Job reference</b>	<b>001874</b>
<b>Service Area / Directorate</b>	<b>Regulatory Services and Community Safety</b>
<b>Salary and Grade</b>	<b>G9: £44,604 to £45,583 per annum - (with a £10,000 Market Supplement pro rata for part time)</b>
<b>Contract</b>	<b>Permanent</b>
<b>Hours per week</b>	<b>37</b>
<b>Location</b>	<b>Work from home/ Oxford - St Aldate's Chambers</b>

### The role

Do you want to make your mark in a high performing local authority with an international brand? Can you lead a Building Control Team in a City where you'll face new challenges every day?

We are looking for a commercially-minded and innovative individual to develop a sustainable Building Control Service and who will make the most of our leading market position. You will be expected to have experience of working in a similar environment and have an in-depth working knowledge of building control and associated legislation. Improving service delivery and the customer experience is at the heart of everything we do, and you will lead on this in your service area. We want to be the Best in Class – we just need you to help us get there.

### About us

Oxford City Council prides itself on delivering high quality, cost effective public services. Oxford is a world class city and the Council has high aspirations for its services and employees. We are a multi-award winning Council and in May 2017 we were re-accredited at Gold level for Champion IiP status. Our other awards include the Institute of Revenues Rating & Valuation (IRRV) 'Excellence in Innovation (General)' winners 2017, Oxfordshire Environment Partnership (OEP) 'Best Food Waste Reduction and Collection System', and several 'Team of the Year' national and regional awards across our Service Areas. This builds on our previous success in achieving 'Council of the Year' in 2015. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

## How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our web site.

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit [www.oxford.gov.uk](http://www.oxford.gov.uk)

If you are unable to access our website please call **01865 252848**.

**Note:** For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history. **Coronavirus information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For most roles the successful applicant will be expected to work from home for the immediate future. They should ensure that they have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.**

**Closing Date:** 11 April 2021

Late applications will not be processed

**Interview Date(s):** 21 April 2021/ 23 April 2021

For an informal discussion about the post please contact Reza Saneie-Khansari on 01865 335838 or email [rsaneie-khansari@oxford.gov.uk](mailto:rsaneie-khansari@oxford.gov.uk)

### We are an equal opportunity employer:

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from BAME communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.



## Role Profiles

### Role information

Job Title	Building Control Team Manager	Position No.	HR use only
Position type	Permanent	Hours per week	37
Grade and Salary Range	G9: £44,604 to £45,583 per annum - (with a £10,000 Market Supplement pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Regulatory Services and Community Safety		
Responsible To	Head of Service	No. of employees	7
Budget (£)	£900k	Assets	N/A
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is not politically sensitive		

### Role purpose

- To lead and manage the team responsible for the Building Control Service
- To innovate, seek out opportunities for customer service improvement, be a role model for change and to set an example using the Council's Values and Behaviours framework.
- To promote, market and develop the Building Control Service, encouraging income generation and expand into new markets to create a Sustainable Building Control Model.
- To deliver the Building Control function including the examination of plans and providing specialist advice, site inspection and enforcement as appropriate, ensuring the Councils' statutory duty is met in respect of the Building Regulations and Building Act 1984.

### Role responsibilities and main duties

- Ensure that the Building Control Service delivers a service and business plan to maintain and operate effective budgetary control and fee setting, regular performance monitoring and ensure outcomes are assessed at agreed frequencies to deliver a Sustainable Building Control Service that is Best in Class.
- Manage the works of the Service in respect of plan checking, inspections during progress of works and public protection to ensure the Council's statutory obligations in connection with Building Control are discharged in an effective and efficient manner in accordance with the regulations, adopted policies and procedures and agreed Council timescales.
- Liaise with other Services to ensure that the applications function and front end services are fit for purpose, in line with performance expectations and meet customer need. Ensure the examination of all submitted building regulation applications to ensure compliance with the Building Regulations and relevant legislation, the detailing of rejection notices and preparing recommendations with necessary consultations.

- Promote and market the Service to new and existing customers, using marketing and negotiating skills to attract users to the fee earning areas of the Service and to optimise market share and identify innovative ways to keep the Service ahead of the competition.
- To work with customers, key stakeholders, local residents and the third sector and use account management and analysis to continually improve service delivery and ensure services are user focused and developed to meet the needs of our ethnically diverse community.
- Lead on representing the Building Control Service on corporate initiatives and work as part of multi-disciplinary teams to enable the breaking down of service and directorate barriers and support both internal and external partnership working in a One Council manner. To work and liaise with building control providers at regional and national level as necessary to further the position of Local Authority Building Control.
- Motivate and manage the Building Control Team, ensuring effective systems of empowerment, communication, training & development and appraisal in order to inspire and motivate staff to optimise their skills, contributions, income generation and outputs.

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

### Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

### Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
A relevant degree or equivalent qualification along with full CABE, RICS, CIOB or other relevant professional membership.	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Evidence of Continual Professional Development	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
In-depth working knowledge of building control and associated legislation	✓	✓	✓	<input type="checkbox"/>
Significant experience of building control practice, including dealing with substantial commercial schemes	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of and commitment to delivering a high quality service to all customers and knowledge of quality management systems	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience and ability to undertake all necessary site inspections, surveys and meetings away from the office – including climbing ladders, confined spaces and capable of entering a typical construction site environment.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience in operational, financial, resource and people management, ideally in a Building Control function	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of Service promotion to expand the commercial aspects of the Service and developing the scope and number of partnership contracts.	✓	✓	✓	<input type="checkbox"/>

Desirable Criteria	A	I	T	D
Experience and ability to exercise judgement, make balanced assessments beyond that of standard technical guidance and put forward rational, evidence-based recommendations.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

Experience and ability to deal with high workloads and competing work pressures, with flexible approach to workloads, to ensure that corporate, departmental and service requirements, including performance targets are met.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Excellent and effective communication, listening and consultation skills.	✓	✓	✓	<input type="checkbox"/>
Ability to deal with changing legislation, building techniques and health and safety requirements in an increasingly competitive environment.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team, including co-operating with colleagues from other teams, services or external organisations. providing advice on Building Control issues, including experience of developing partnerships.	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work outside normal working hours and attend evening meetings when required	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

### Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.