



ROYAL BOROUGH OF KINGSTON UPON THAMES - ROLE PROFILE

Lead officer, Building Control

Permanent role, based in Kingston

Grade K

Role purpose

To be responsible for the day-to-day management and ongoing development and promotion of RBK's Building Control Services. To provide leadership to a team of Building Control Surveyors to ensure the successful implementation and enforcement of Building Regulations and associated legislation.

The role reports directly to the Assistant Director, Strategic Planning and Infrastructure, and is responsible for the Building Control team.

Key activities

Building Control

- The daily supervision of and the management of staff within the Building Control team and to monitor and review of the team's workload, priorities and performance.
- The preparation and presentation of recommendations and reports to appropriate committees, together with supervising the preparation of these by other members of the section if required.
- To manage and operate suitable mechanisms to deal with the control of dangerous buildings during and outside normal working hours.
- To provide advice on the interpretation of the Building Regulations.
- To be responsible, in consultation with the Assistant Director, Strategic Planning and Infrastructure, for the instigation of legal proceedings in the event of contraventions of the Building Regulations. Also to represent the Council in Court in any such case and to assist the Council's solicitors in the preparation of the case.
- To develop and implement a marketing strategy and actively promote the Council's Building Control service within the building design and construction industry.

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- To exercise delegated powers in relation to the approval, rejection, or relaxation of applications submitted under the Building Regulations.
- To manage the ISO 9001:2000 Quality Management System accreditation process and other initiatives designed to enhance the service. from both a divisional and corporate perspective.

Leadership

- To lead a team of senior officers, career grade professionals and temporary resources brought in according to workload.
- To prioritise and allocate workload amongst team members.
- To undertake appraisals and one to ones of team members.
- To identify development needs and provide coaching and mentoring to develop the skills and knowledge of team members.
- Provides inspirational and constructive leadership to the Building Control team to ensure high performance within a networked operating model
- Facilitates change and innovation, building a team culture that encourages innovative, smart and collaborative working
- Listens to, and works with colleagues to develop team goals in line with corporate strategy, and influences and motivates others to achieve this
- Assesses risk and uses data to inform choices relating to resources and financial planning
- Manages budgets and effectively monitors income
- Works as a cohort with other Lead Officers, embedding the core competency frameworks, modelling the Management competencies

Performance Management

- Monitor and manage the performance of the Building Control team to ensure work meets defined outcomes and any relevant targets or deadlines that have been agreed.
- Manages the performance of the team against core competency framework

Customers and Partners

- Builds strong working partnerships across the public, private and voluntary sectors to support better engagement to the planning process for those with an interest in development for the key sites and major developments within the borough.
- Working closely with colleagues in the Contact Centre and other services, deliver excellent levels of customer service for the benefits of local communities and the reputation of the Council.

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- Respond to complaints from members of the public, residents groups, the Local Government Ombudsman and Members arising from the Building Control function, or projects for which they are responsible.

Core Competencies

- Self management and employing self-awareness, self confidence, self-control, self-knowledge, personal reflection, resilience and determination to work positively with customers, stakeholders, Cllrs and colleagues. Demonstrate behaviours consistent with the Core Competency Framework.
- As a manager within the service the postholder will also have to demonstrate behaviours consistent with the Management Competency Framework.

Digital/New Ways of Working

- Supports the use of new technologies, particularly Google, to enable modern working practices to thrive.

Equality and Diversity

- Embeds equity, equality, fairness and diversity into all aspects of their work.

General

- The requirements of this post could include working outside normal hours as expected with a post of this nature and the postholder will need to manage their work life balance flexibly to meet the needs of the role.
- To develop, update and act on own personal development plan, and be ready to share learning with others.
- To work in accordance with RBK's Equal Opportunities, Health & Safety, relevant policies and legislation.
- Any other duties commensurate with the grade of the post, as may be required from time to time.

The person

In order to successfully deliver the responsibilities of the role, you will need to:

- Corporate membership or eligibility for Corporate Membership of the RICS and/or ABE (Building Control) and/or MIStructE
- Demonstrate significant experience in Building Control.

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Our Values

Being an enabling council is a key principle that runs through our organisational development and is embedded in everything we do.

Underpinning this are the following values:

Innovative

- Promote a culture that encourages creativity
- Embrace new ideas and ways of working
- Ambitious to push the boundaries to realise potential

Open

- Respect and recognition - everyone has a voice that is heard and we are all valued
- Collaborative - working together with new and existing partners
- Empowering staff and residents to encourage informed decision-making
- Inspire trust by acting with integrity in all we do

Smart

- Commercial acumen to find solutions and best value
- Agile working
- Customer driven, listening and responding to consistently deliver excellence