# Job description

## Team leader (building control)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department</th>
<th>Number of direct reports</th>
<th>Grade and salary</th>
<th>Duration of role and hours</th>
<th>Location</th>
<th>Employing council</th>
<th>Probationary period</th>
<th>Notice period</th>
<th>Date job description updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team leader</td>
<td>Planning Building control</td>
<td>Nine</td>
<td>Grade 8, £39,629 - £43,612 per annum</td>
<td>Permanent, Full time 37 hours per week</td>
<td>Abingdon, Oxfordshire</td>
<td>South Oxfordshire District Council</td>
<td>Six months</td>
<td>Three months</td>
<td>September 2013</td>
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## About the role and what we’re looking for

South Oxfordshire and Vale of White Horse District Councils’ operate a shared building control service which is becoming recognised as entrepreneurial and capable of developing imaginative ways of providing services.

We are currently in process of developing a comprehensive, efficient and effective building control service that operates differently to traditional local government building control services.

We are looking for a team leader to drive these objectives forward and support the new and exciting challenges it brings.

If you have excellent building knowledge along with the ability to effectively lead a team, this could be the role for you.

You will be responsible for ensuring that service and operational objectives of each council are met within the service team, and that all customers receive services which provide improvement and value for money through the delivery of direct and commissioned services.

You will also provide effective leadership and development for the team, and to encourage best practice in a shared working arrangement. You’ll facilitate informed decisions by ensuring that officers and councillors are kept appraised of issues and receive relevant, best practice professional advice.

The role will also be responsible for assisting the service manager in the operational management of the service area.
<table>
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<tr>
<th>Main duties and responsibilities;</th>
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<tr>
<td>• leading and managing staff including setting team targets, monitoring performance, coaching, appraisals, and recruitment, and also managing annual leave, annualised hours and sickness and managing claims for expenses</td>
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<td>• contributing to the effective implementation of the documented training programme undertaken by the building control surveyors</td>
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<td>• providing and overseeing the provision of advice on building control matters to internal and external customers</td>
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<td>• validating, examining and determining applications submitted under the building regulations to ensure high quality outcomes are achieved including major schemes of a complex nature, out of hours inspections and the checking of structural calculations and the checking of specific Planning issues on site</td>
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<td>• carrying out site inspections to ensure compliance to building regulations and other relevant legislation, and inspection of dangerous structures and taking appropriate action</td>
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<tr>
<td>• monitoring, achieving and exceeding corporate performance standards/targets for building control</td>
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<td>• instigating enforcement procedures, preparing and presenting evidence supporting the Council’s case</td>
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<td>• ensuring high quality standards and consistency in the provision of professional advice (including reports) at all times, and in particular to council Committees, and in the provision of training on building control matters to the public, councillors and other professionals</td>
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<tr>
<td>• assisting and managing other aspects of the team’s work including input into access, sustainability, fire safety and new legislation</td>
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<td>• deputising for the shared customer service manager as required</td>
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<td>• making a positive contribution to corporate issues that impact on the Planning service area</td>
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<td>• undertaking effective communication with colleagues, service managers, councillors, town and parish councils, outside agencies and the wider community. Carrying out the role as an ‘ambassador’ for the councils</td>
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<td>• promoting and encouraging use of the Local Authority Building Control service, including associated products and business partners</td>
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<tr>
<td>• carrying out all duties related to the council’s policies and procedures for example, Health and Safety and Risk Management</td>
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• working closely with other team leaders across South and Vale
• undertake other tasks appropriate to the role as necessary, including occasional out of hours work (e.g. dangerous structures).

About you

Your abilities, skills and knowledge
• good IT experience in; Windows, including office and excel, plus email and internet, good keyboard skills
• skills and knowledge to plan and organise workload for staff
• able to manage a team, providing constructive feedback on performance, and encouraging individuals to take training opportunities
• excellent knowledge and understanding of building control, legislation and construction, and a desire to keep knowledge up to date
• maintain an excellent level of competency to deal with constantly changing legislation and building techniques within a competitive environment
• good interpersonal skills with customers and stakeholders, demonstrating an understanding of individual needs
• able to provide readily understood professional advice to customers and stakeholders, using tailored language specific to their level of understanding needs
• able to communicate ideas and expectations clearly and succinctly, using plain language
• good negotiating skills, actively listening to others’ viewpoints and explaining the organisational perspective
• reasonable level of mobility and agility to undertake site inspections
• able to work at height or in confined spaces
• working knowledge and understanding of health and safety issues and foster good practice within the team
• occasionally deal with potentially dangerous structure situations in inclement conditions and anti-social times
Your essential experience and qualifications

- full membership of RICS, ABE or equivalent
- at least five years experience of working at a senior level in building control
- experience of working in local government building control

Your style and behaviours

- direct and honest communication with team members and customers, with an empathic view to resolving conflicts
- takes initiative for solving issues and problems; taking responsibility for our own and our team’s actions. Being proactive in finding solutions
- positive communication - communicating senior management messages to staff in a positive and enthusiastic manner
- setting clear standards for ourselves and others to work towards
- quality assurance - assuring the quality of all of the work our teams produce, ensuring it is of a consistently high standard
- commitment to valuing diversity and equality, respecting customers and colleagues in all relationships and service delivery
- reliable and able to work under pressure and meet deadlines
- diplomatic, tactful and able to maintain discretion in difficult circumstances
### About us

Our vision and values are important to the councils and we expect you to support them and embed them in the way we work.

**Our vision**

We are seen as being customer-focussed, approachable and business-like. We are honest and open and are renowned for providing high quality cost effective services.

**Our values**

- We act with integrity and show respect
- We are all accountable
- We are passionate about our business
- We strive for simplicity
- We love success

### The benefits we offer

- A basic 23 days **annual leave** per annum, rising to 28 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.

- **Flexible working and annualised hours** – a flexible approach to work that our staff love!

- A final salary **pension** scheme which includes life insurance of three times your salary

- No car park costs as there’s ample **free parking** available by both sites

- A **childcare voucher** scheme which parents appreciate

- The opportunity to **purchase a bike** through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!

- Various schemes to **keep you healthy** (reduced gym membership, free swims, contributory medical schemes, wellbeing appointments, free eye tests for DSE users, after work sports clubs and more)

- We give you two days per year to **volunteer** within the local community.
# How to apply

Having read our job pack if you have any questions please contact Mal Brown on 01235 540355 or email mal.brown@southandvale.gov.uk

If this job excites you and you want to be part of our dynamic team then we look forward to receiving your on line application visit [www.southoxon.gov.uk/jobs](http://www.southoxon.gov.uk/jobs) to apply

We look forward to your application.