

Grading

Job Description and Employee Specification

<u>Job title:</u> Lead Officer Building Control	<u>Service area:</u> Communities
<u>Post number:</u>	<u>Division:</u> Resilience, Environment & Operations
<u>Grade:</u> 11	<u>Section/team:</u> Environmental Health & housing Standards / Building Control
<u>Overall purpose of job:</u> • To provide operational leadership and management and assist the Head of Service with the strategic direction of the service, ensuring that the council's statutory obligations are met in accordance with the council's visions and ambition for North Lincolnshire. • Ability to deliver across a varied portfolio of Building Control, ensuring NL is at the forefront of policy development and modern approaches to deliver Building Control, working closely with National, Regional Partners and Businesses. • Develop a positive and pro-active culture and enthuse others to perform to an excellent standard.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Works across own area of responsibility and wider council as one team to demonstrate and embed the values of the council at every opportunity. 2. Lead, formulate and implement strategies by developing relevant service plans to ensure the consistent, high quality and effective delivery of the service. 3. Lead the Building Control front-line Operational teams and manage its resources to deliver all key functions, facilities and staff performances that are high quality, customer focused, efficient and value for money. Ensure, where required, supervision of RBI's is carried out and appropriately recorded and maintain a conflict of interest register. 4. Oversight of the Quality Management System (QMS) used by the service, carrying out internal audits and investigate noncompliance, along with instigating any changes required. 5. Provide advice and interpret policies in respect of Building Control and engage in pre- application discussion, liaising with colleagues and external agencies as required. 6. Keep up to date with changes in the Building Regulations and other relevant legislation and disseminate this information to colleagues to ensure they are familiar with new standards.	

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7. Maintain a case load of applications of all types (including complex applications) to ensure compliance with the Building Regulations and other relevant legislation and determine these applications.
8. Develop and implement a business and marketing strategy for the service to support an increase in market share.
9. Lead officer for provision of National and Local performance indicators and returns, along with responsibility for liaising and working with the Building Safety Regulator (BSR) and LABC.
10. Responsibility for ensuring compliance that members of the building control team always work ethically and in compliance with the Code of Conduct for Registered Building Inspectors
11. Progress non-compliances and breaches of the Building Regulations through the legal process as necessary.
12. Have responsibility for setting building control fees, including a risk assessment approach to quotes and fee setting. Oversee the efficient delivery of the Building Safety Levy.
13. Deal with dangerous structures, including properties with a deteriorating structural risk, liaising with property owners and with any necessary emergency services instructing on urgent remedial work, including participating in the Out of Hours emergency call out rota
14. Appropriately manage demolition applications and ensure effective delivery of safety at sports ground legislation including participating as a member of the Safety Advisory Group.
15. Lead and co-ordinate the workforce to achieve the expected service standards and respond to service disruptions.
16. Responsibility for ensuring compliance with all relevant health and safety legislation at all times.
17. Identify opportunities for service transformation through innovation, consultation, and periodic review.
18. Deputise for the Head of Service when required and represent the department at local and regional forums and networks.
19. Actively contributes to the monitoring and management of the assigned budget for area of responsibility, ensuring financial balance and providing the Head of Service with reports on financial activity as required.
20. Reports regularly to the Head of Service on performance, safety, and compliance. Identifying all issues which require consideration by the Senior Leadership Team.
21. Deals with complaints and enquiries concerning real or perceived failures in service and to undertake necessary investigation and implementation of remedial measures.
22. Support the Head of Service in managing the service area across all its functions and play a full role as a member of the senior management team delivering the council's aims and objectives.
23. Enhance staff motivation and staff development through training and advancement opportunities so that individuals achieve their maximum contribution to the council's and service's objectives and aims.
24. Acts as an Investigating Officer when required, making recommendations for future actions and/or improvements in response to external complaints or matters of internal conduct.
25. Required to be part of the council's Emergency Management arrangements.

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Knowledge, skills and experience:

Qualifications

- Educated to degree level or equivalent demonstrable experience.
- Management qualification or relevant professional experience.
- Registered with the Building Safety Regulator to class 2 (A-F) and ability to work towards class 3 (G-H) and Class 4 – Technical Manager.
- Appropriate Building Technology qualification and full membership, of MRICS, MCABE or MCIQB.
- Evidence of meeting obligations for Continuing Professional Development as required by RICS, CABE, CIOB and the BSR.

Knowledge & Skills

- Demonstrates a specialist knowledge of the post subject areas gained through experience, including:-
- Building Technology and Surveying:
 - Building construction, including reinforced concrete, structural steel/timber work
 - Structural engineering, including the ability to comment on structural calculations.
 - Fire safety and means of escape in buildings, including appropriate standards, codes of practice and technical guidance
 - Supervision of building work on site
 - Dangerous structures and demolition
- Significant knowledge of current legislation, statutory and operational compliance requirements, and good practice standards both at local and national level in relation to the business of the service.
- A thorough knowledge of the following:
 - Health and Safety legislation
 - Relevant Codes of Practice.
 - Building Act 1984 and Building Safety Act 2022, amendments to the Building Act 1984 and the regulation of the building control profession.
 - Building Law (Party Wall Act, Equality Act, Planning etc with respect to its interaction with the Building Regulations)
 - Building Safety Regulator Operational Standard Rules (OSR) and the Key Performance Indicators (KPI) to support the OSR's
 - Council policy and procedures.
 - IT literate, with the ability to use and interrogate a variety of systems.
 - Comprehensive knowledge and experience of the principles and practice of:
 - effective people management.
 - excellent customer service.
 - continual improvement using an evidence-based approach.
 - appropriate risk management and risk enablement.
 - Excellent verbal communication and interpersonal skills that inspire trust, encourage collaborative working and co-development.

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- Influencing, negotiating and presentation skills.
- Excellent time management skills, with the ability to work to tight deadlines and constantly changing priorities.
- Good financial management skills, with the ability to manage complex budgets.
- Ability to deliver and apply strategic and operational decision making.
- Ability to demonstrate a high standard of written skills including writing and presenting reports, briefing notes and decision records.
- Ability to work with sensitivity in a political environment. In particular, the need for personal authority, self-confidence, tact and diplomacy to liaise effectively in potentially confrontational situations.
- Ability to contribute to the planning of resources for the whole council and to understand where specific programmes need to collaborate to drive change.
- Ability to develop and maintain effective partnerships both within and outside the service.
- Understanding of performance management systems and experience of setting performance indicators and monitoring performance and quality against them.
- Ability to interpret and structure complex information, to present and explain it clearly both verbally and in writing to technical and non-technical audiences.
- Resilient and tenacious.
- Positive role model.
- Flexible approach to working arrangements.
- Ability to transport self around North Lincolnshire in a timely manner.

Experience

- Extensive experience of Building Control management, preferably in Local Government.
- Experience of managing diverse functions and multidisciplinary staff teams.
- Demonstrable experience of site inspection of building works.
- Demonstrable experience of validating Building Control applications and checking deposited plans for compliance.
- Demonstrable experience of LABC QMS system and its implementation and maintenance in accordance with ISO 9001 within a building control service or body
- Experience of appearing as an expert witness in respect of Building Control related enforcement.
- Significant experience of delivering change management.
- Experience of implementing robust governance and assurance procedures to demonstrate effective compliance in the management of Building Control
- Experience of monitoring and co-ordinating complex revenue and capital budgets.
- Experience of managing Health and Safety within a front-line service.
- Extensive procurement experience in relation to the business of the service.
- Extensive experience of service planning, policy development and implementation, and performance management.

Creativity and innovation:

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- Advises Head of Service on strategy, service plans and legislative changes within own area of responsibility.
- Continually assess all current working practices, identify areas for improvement, and manage their implementation, ensuring consistency across the unit and with other units.
- Lead specific projects in the design and implementation of Building Control services to meet the needs of the wider community & fulfil the council's strategies relating to Building Control.
- Develops innovative and creative solutions to deliver the ambitions of the council plan.
- Constantly review resources to optimise value for money and identify opportunities for more effective working.
- Set targets and monitor progress of all staff to ensure service delivery is achieved.
- Contribute to regular financial and budget monitoring, address issues and deal with variances through researching alternatives where necessary.
- Provide innovative solutions for achieving key performance indicators (KPI's) and other targets and for resolving complaints.
- Innovative problem solving and dealing with and consulting with, members of the public and Council Members on the more complex service delivery issues and customer relations.
- Contribute to the development and use of appropriate IT hardware and software to aid analysis and presentation.
- Manage and monitor the establishment of workloads within defined timescales and to budgetary targets, but with flexibility to meet changing weather, priorities or customer needs.
- Utilise all available data to update others with current accurate information by creating sufficient reports to substantiate reports and programmes of work.

Contacts and relationships:

The postholder will regularly deal with a range of complex and contentious strategic and operational matters, which will have significant implications on the service, the council and the people of North Lincolnshire.

- Head of Service/Assistant Director - to discuss strategic and operational issues. These issues can be of a complicated, complex, and sometimes sensitive nature regarding the management of assets, personnel, and third parties – weekly.
- Service management team – regarding staffing, service delivery and policy issues, complaints and elected member queries, contractor disputes and procurement issues – daily/weekly.
- Senior Managers - influence and liaise as required to ensure that strategic planning and implementation of asset management plans, and statutory compliance with regulations are carried out consistently and effectively – as and when required.
- Members of the public - in relation to the work of service to convince them of the reasons for adopting certain policy positions/dealing with queries and complaints on service delivery issues - frequently.

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- Local businesses - in relation to the work of service to convince them of the reasons for adopting certain policy positions/dealing with queries and complaints on service delivery issues - frequently.
- Elected members/Cabinet – contact on complaints, service delivery and policy issues in the absence of the Head of Service - regularly.
- Other council service areas/operational staff – to discuss operational matters/to work collaboratively and maintain a one council approach – as required.
- Professional networks/government departments/regulators/other council's – to discuss policy issues and/or operational practices - weekly/monthly.

Decision making:

- Management of all resources (staff, budgets etc.) and appropriate decision making.
- Comply with the professional and ethical requirements of the Code of Conduct for Registered Building Inspectors
- Makes strategic decisions, policies and priorities for the service.
- Establishes and monitors financial expenditure profiles for budget heads. Monitor profiled against actual expenditures and adjusts as necessary on a monthly basis.
- Manage the operational decision-making processes required by the service.
- Makes decisions in respect of changes to service delivery, and policy and procedures, within area of responsibility, which may affect the services to vulnerable people and populations.
- Decides on workloads and programmes of work for teams.
- Make decisions relating to the evaluation of quality and performance of the service.
- Within the role of investigating officer, makes recommendations for future actions and/or improvements in response to external complaints or matters of internal conduct.
- Decides on resource levels re: suppliers, materials, equipment, vehicles.
- Ensures all work carried out meets statutory obligations and also adheres to the council's policies and procedures.
- Authorise orders and payments up to approved authorisation level within the written scheme of delegations.
- Decides on staff training and development needs within agreed budgetary limits.
- Implement interventions for customers following service delivery failures.
- Translation of new legislation and where/how it impacts on project work, policies, practices and procedures as well as contractors and workforce.
- Determine the correct course of action when dealing with emergencies.
- Check and approve payments made to internal and external contractors and suppliers.
- Ensuring the welfare, health and safety of self and council staff in all service activities
- Undertake risk assessments (including dynamic risk assessments) considering appropriate mitigation to manage identified risks and ensuring the mitigation is implemented.

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- Signing all formal Building Control documentation, including completion certificates.

Responsibility for resources:**Financial resources:****Physical resources:**

- Laptop - £760
- Phone - £200
- Office based: 80%
Site based: 20%

WORK ENVIRONMENT**Work demands:**

- Work is largely strategic, however, there will be operational requirements to deal with that will impact on strategic work.
- The workload is neither routine nor regular and fluctuates in terms of volume and by its nature it cannot follow an established routine, given the requirements of the public, Town and Parish Councils, Council Officers, Elected Members and outside bodies.
- The majority of the work is statutory, contractual or politically sensitive.
- Continual review of statutory regulations, codes of practice & established policies & procedures.
- The work requires the management of complex, frequently changing and conflicting priorities.
- A high level of customer contact in a demand led environment necessitates prompt responses. Deadlines are usually very tight and timescales for completion of tasks short.
- The post has significant autonomy in structuring the working day requiring high levels of self-discipline and time management skills.
- Dealing with urgent matters, at times outside of normal office hours as required to protect the ongoing interests of the council.

Physical demands:

- Normal physical demands.
- Occasionally walks across difficult terrain when visiting sites for inspections.
- Working at height or in confined spaces from time to time when on site.

Working conditions:

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- Work will normally be carried out in an office and home environment but does require the post holder to visit various locations as need arises.
- Agile / hybrid working is in place across the council.

Work context:

- The nature of the work may be demanding and challenging although there is minimal risk to personal health and safety.
- Lone working as and when required.

Position in organisation:

Indicate how many staff the post is directly accountable for: 12

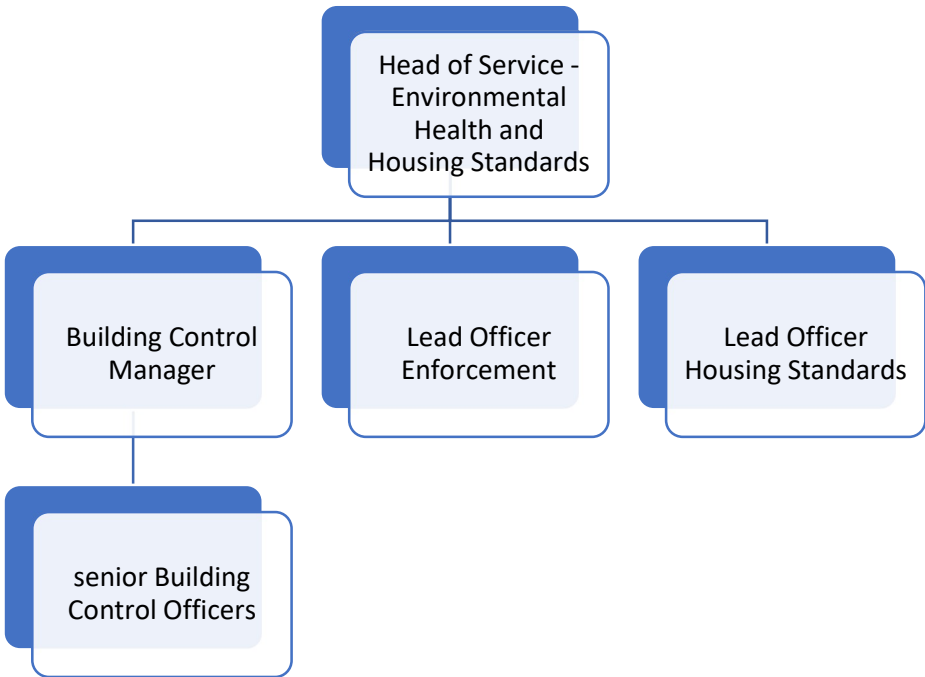
Are posts in more than one location? No

Is this at the same site? Yes

Are the posts managed highly mobile? YES

Is the supervision/management shared with another post in the structure? No

Please indicate which post(s)



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Date evaluated	01/05/2026
Date updated	April 2026
Updated by (manager name)	Lisa Swainston
Checked by (HR name)	Laura Spencer

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
<u>Knowledge & Skills</u> • Demonstrates a specialist knowledge of the post subject areas gained through experience, including:- • Building Technology and Surveying: • Building construction, including reinforced concrete, structural steel/timer work • Structural engineering, including ability to check and comment on structural calculations. • Fire safety and means of escape in buildings, including appropriate standards and codes of practice. • Supervision of building work on site • Dangerous structures, including appropriate remedial action to make safe • IT literate, with the ability to use and interrogate a variety of systems. • Comprehensive knowledge and experience of the principles and practice of: • effective people management. • excellent customer service. • continual improvement using an evidence-based approach. • appropriate risk management and risk enablement. • Understanding of performance management systems and experience of setting performance indicators and monitoring performance and quality against them. • Resilient and tenacious. • Positive role model. • Flexible approach to working arrangements. • Ability to transport self around North Lincolnshire in a timely manner. <u>Experience</u> • Extensive experience of Building Control management, preferably in Local Government. • Experience of managing diverse functions and multidisciplinary staff teams. • Demonstrable experience of site inspection of building works. • Demonstrable experience of validating Building Control applications and checking deposited plans for compliance. • Demonstrable experience of LABC QMS system and its implementation and maintenance in accordance with ISO 9001 within a building control service or body • Experience of appearing as the Council's expert witness in respect of Building Control related enforcement. • Significant experience of delivering change management. • Extensive procurement experience in relation to the business of the service. • Extensive experience of service planning, policy development and implementation, and performance management.	
Knowledge, Skills and Experience	Interview

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- Significant knowledge of current legislation, statutory and operational compliance requirements, and good practice standards both at local and national level in relation to the business of the service.
- A thorough knowledge of the following:
 - Health and Safety legislation
 - Relevant Codes of Practice.
 - Building Act 1984 and Building Safety Act 2022 especially the relevant sections that relate to higher risk buildings, amendments to the Building Act 1984 and the regulation of the building control profession.
- Building Law (Party Wall Act, Equality Act, Planning etc with respect to its interaction with the Building Regulations)
- Building Safety Regulator Operational Standard Rules (OSR) and the Key Performance Indicators (KPI) to support the OSR's
- Council policy and procedures.
- Excellent verbal communication and interpersonal skills that inspire trust, encourage collaborative working and co-development.
- Influencing, negotiating and presentation skills.
- Excellent time management skills, with the ability to work to tight deadlines and constantly changing priorities.
- Good financial management skills, with the ability to manage complex budgets.
- Ability to deliver and apply strategic and operational decision making.
- Ability to demonstrate a high standard of written skills including writing and presenting reports, briefing notes and decision records.
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- Ability to contribute to the planning of resources for the whole council and to understand where specific programmes need to collaborate to drive change.
- Ability to develop and maintain effective partnerships both within and outside the service.
- Ability to interpret and structure complex information, to present and explain it clearly both verbally and in writing to technical and non-technical audiences.
- Experience of implementing robust governance and assurance procedures to demonstrate effective compliance in the management of Building Control
- Experience of monitoring and co-ordinating complex revenue and capital budgets.
- Experience of managing Health and Safety within a front-line service.

Education, Training and Qualifications	Original documents
• Educated to degree level or equivalent demonstrable experience. • Management qualification or relevant professional experience. • Registered with the Building Safety Regulator to class 2 (A-F) and ability to work towards class 3 (G-H) and Class 4 – Technical Manager. • Appropriate Building Technology qualification and full membership, of MRICS, MCABE or MCIOB.	
Working Arrangements	Interview
• Flexible approach to working arrangements.	

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- Acts as Incident Manager as part of the council's Emergency Management arrangements.
- Participates on the council's standby arrangements as required.
- Ability to transport self around North Lincolnshire in a timely manner and at short notice.
- Agile working applies.

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
•	
Knowledge, Skills and Experience	Interview
•	
Education, Training and Qualifications	Original documents
•	
Working Arrangements	Interview
•	

THE POST IS SUBJECT TO:

A Disclosure and Barring Service Check

Yes – at the level below: ☐ No ☒

- Enhanced without Barred List ☐
- Enhanced with Barred List: Adults ☐ Children ☐ Both ☐
- Basic ☐

Political restriction

Yes ☐ No ☐

The ability to speak fluent English under the Immigration Act 2016

Yes ☒ No ☐

• Version Control			
Author	HR Policy Team	Date approved	19 September 2012
Status	V1.2	Last updated	9 February 2026 (DBS checks)