

Job Description

Post title	TEAM MANAGER (BUILDING STANDARDS)
Directorate	PLACE
Service	PLACE DEVELOPMENT/PLANNING AND TRANSPORT/BUILDING STANDARDS
Responsible to	SERVICE MANAGER (PLANNING AND TRANSPORT)
Number of post holders	4
Acting up/ secondment	NO

Purpose of Job

To manage a team of professional officers and support staff; take the lead in specialist building standards matters; presenting reports to Committees and advising on all building standards matters, enabling the Council to fulfil its statutory duties.

To contribute to the development and implementation of policies and procedures, service planning and performance management in respect of all building standards matters.

The what - major tasks/job activities

- Managing a team of professionals to ensure building standards are delivered in accordance with Scottish and EU legislative requirements and Council policies and procedures. **(45%)**
- Prepare and implement a work programme, setting, monitoring, and reviewing targets within the timescales set. **(25%)**
- Representing the service and deputising for the Senior Manager on formulation of policy; proposals and other Building Standards projects. **(15%)**
- Assessing and identifying complex issues, prepare reports for senior management and committee, and provide expert opinion in all relevant forums. **(15%)**
- Contributing to the development and implementation of policies, procedures, work practices and IT systems ensuring compliance with relevant legislation and Quality Assurance requirements.
- Implementing the Business Plan and statutory Planning Service Improvement Plan and ensuring statistical returns for Central Government and Property Services are compiled on time.
- Applying and monitoring best practice to development and project proposals with applicants, community groups, other organisations as the Project Manager.

The how - knowledge and skills (e.g. creativity & innovation, contacts and relation-ships, decision-making)

- Professional qualification in a relevant construction discipline and/or Corporate Membership of an appropriate professional body and have extensive post qualifying building standards experience.
- Considerable knowledge of statutory processes, local government, best practice, and innovation.
- Lead, Project Manage, evaluate, and assess the impact of major proposals and develop and review policy using creativity and discretion.
- Deputise for Senior Manager and respond to a wide range of statutory contacts.
- Provide leadership and direction to the team designing and providing training, development opportunities and promoting innovation.
- Develop and design briefings for staff, elected members, and external parties on key policies, procedures, proposals, and projects.

- Represent the Council in complex cases, attend public meetings, conferences and the courts as required.
- Negotiate with developers in conflict situations, where the outcome is critical both to the financial success of their company and to the economy and quality of the City.
- Identify issues, assess the impact, and make proposals for major projects including the implications of Best Value principles in relation to Building Standards and implement changes as required.
- Decide on the granting of Building Standards Warrants, Completion Certificates, and on the refusal of Building Warrants, seeking Ministerial views, and making Regulation Determinations.
- Decide on immediate action to be taken with unauthorised building works which affect public safety or contravene building regulations.
- Decisions and recommendations made will have a significant impact on the Council and the City.
- Leading, developing and maintaining professional values in line with the Council's vision.

Environment (work demands, physical demands, working conditions, work context)

Works with minimum supervision from Senior Managers on major projects.

Office based (80 %) site visits (20 %). Occasional attendance at community events and meetings out with normal working hours.

Manage competing expectations from a wide range of stakeholders and handling of complaints.

Emotional resilience and the ability to deal with challenging behaviour.

Supervision and management of people (numbers and type of employees)

- Manage and lead a team dealing with building warrant applications and related matters, including structural engineers, reporting to a senior manager.
- Responsible for 9-10 professional and 1 or 2 technical and administrative support staff.

Resources

Responsible to the relevant Senior Manager for all key areas of operation, including the team's use of Council property, ICT equipment in the office and on site, maintaining the management of sensitive information and data.

Health and Safety

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems, and procedures;
- Reporting any hazards, damage, or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed, and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).