

Senior Building Control Officer - Grade SO2, SCP 30 – 36 (£42,301- £49,620)

A vacancy has become available working in the Building Control Team. The successful candidate will be expected to administer and enforce the appropriate provisions of the island's Building Regulations.

It is essential that you have an HNC/HND in Building or equivalent, a detailed knowledge of building regulations, along with supervisory experience and a current valid driving licence.

A detailed job description and person specification can be downloaded by visiting the Council website (www.douglas.im) or the Human Resources Section (696455). For an informal chat about the role you can give Paddy Hutton, Building Control Manager a call on 696377.

Closing date for submission of applications is: Friday, 2nd August 2024 at 5.00 pm.

Miss K J Rice, Chief Executive, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD
Douglas City Council are committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

JOB DESCRIPTION

DEPARTMENT	Environment & Regeneration
SUB-SECTION	Building Control (BC)
DESIGNATION	Senior Building Control Officer
REPORTS TO	Building Control Manager (BCM)
DURATION	Permanent
GRADE	SO2, SCP 30-36 (£42,301 - £49,620)
HOURS OF DUTY:	Monday – Friday (37 hours per week)

MAIN PURPOSE OF THE JOB

Administer and enforce the appropriate provisions of the Building Control Act 1991, Building Regulations and associated legislation as required by statute within a designated area of the Island (Douglas). Offer professional advice to individuals, organisations and other Sections/Departments of the Authority and outside Utilities in relation to Building Regulations. Provide cover during the absence of the Building Control Manager.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. Ensure continued delivery of a quality Building Control Service and assist in improvements to the service supporting BCM in providing a quality cost-effective Building Control Service to the Council, ensuring management and delivery of services comply with appropriate legislation, professional standards and the Council's standards, policies and priorities.
2. Ensure the highest possible standards of building control enforcement permissible within the scope of Building Control legislation and Building Regulations.
3. Check applications for compliance with Regulations and issue decisions within the prescribed time limits. Ensure materials and methods proposed comply with relevant British Standards, BRE reports, BBA certificates, manufacturers' product and installation literature.
4. Provide professional advice to outside agencies/bodies, other Sections/Departments of Council and the public on Building Regulation matters.
5. Supervise the work of the Building Control Officer.
6. Keep fully up to date with all relevant new and amended legislation.
7. Responsible for carrying out inspections of building work in progress (site visits), ensuring intermediate inspections are carried out as necessitated by stages of construction or as directed by BCM in accordance with approved policy to ensure compliance with the Regulations.
8. Ensure site safety requirements are always observed including risk assessment of hazardous site conditions and personal safety. Use correctly and maintain personal protection equipment. Attend site induction sessions and observe specific site requirements.

9. Responsible for ensuring appropriate remedial action, is taken after consultation with BCM, in respect of all contraventions of Building Regulations.
10. Responsible for creation and maintenance of detailed site inspection records in computerised format. Prepare and issue formal notices in the case of a breach of Building Regulations.
11. Take a lead role in ensuring compliance of larger more complex building operations of all construction types up to 18 metres high, ensuring staff of the Section are fully conversant with operational and performance-based requirements of the service.
12. Deal with enquiries and correspondence and give advice on Regulations and associated subjects, e.g. planning, archive records and photographs, demolitions, flat registrations, street nameplates etc., and generally assist in the efficient and effective operation of the Section.
13. Assist with the implementation of current policies in relation to dilapidated properties considered detrimental to the Borough's amenity and environment using a combination of informal and enforcement actions. Inspect premises to identify condition and assist with enforcement duties where necessary to ensure properties are brought back into an acceptable condition.
14. Be one of the Council's points of contact in relation to dangerous structures and:
 - a) in the absence of the Community & Enforcement Manager, respond to reports of dangerous structures and be responsible during the initial response stage for investigation, assessment, decision making and liaison with relevant internal and external parties including building owners, emergency services, utility companies, consultants and Government agencies to develop and implement a suitable response to eliminate immediate danger and be responsible for emergency decision making in the interests of the preservation of life and property in liaison with senior management whenever possible.
 - b) Assist the Community & Enforcement Manager (or other managers) in relation to other aspects relating to dangerous structures.
15. Assist with the assessment of planning applications regarding the impact on Douglas City Council and the local amenity area including the preparation and presentation of reports and appraisals.
16. Attend Court giving evidence in relation to breaches of Building Control, when required.
17. Develop and maintain good working relationships within Environmental & Regeneration Teams, internal Departments, external agencies, including liaison with DEFA, and other agencies as required.
18. Always comply with Council's absence reporting procedures ensuring BCM is immediately advised on any occasion when ill-health prevents attendance at work.
19. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
20. Alert ACOR of any matters with sensitive or corporate implications, working together for solutions in the Council's interests.

21. Comply with the provisions of the Isle of Man Data Protection Act 2018, Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations, other relevant legislation and Committee procedures.
22. Responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of staff, staff of the Building Control Section, safety of the public and other staff who encounter any aspect of the duties being undertaken. Ensure team members wear appropriate personal protection equipment and that site safety requirements are always observed.
23. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
24. Such other duties of a similar level of responsibility as may from time to time be required by BCM or Assistant Chief Officer (Regeneration).

SELECTION CRITERIA

Essential

1. An HNC/HND in Building or equivalent.
2. A detailed knowledge of the Building Regulations.
3. Extensive experience of assessing major construction schemes for compliance with Building Regulations.
4. Ability to communicate (verbal and written) and apply knowledge at all levels and with a wide range of contacts i.e., professionals, colleagues, general public etc.
5. Excellent verbal, written and organisational skills.
6. Supervisory experience.
7. Site safety knowledge and awareness.
8. Computer literate.
9. A current valid driving licence.

Desirable

1. An appropriate degree qualification.
2. Membership of an appropriate body.
3. Experience of local government with an understanding of its operations and functions.
4. Knowledge of the Council's Standing Orders, Financial Regulations and the Isle of Man Government Procedures for Capital Projects (including requirements for Petitioning purposes).
5. Political sensitivity.