

LONDON BOROUGH OF MERTON

ENVIRONMENT AND REGENERATION DEPARTMENT

JOB DESCRIPTION

POST NO ES GRADE MG1

TITLE: BUILDING & DEVELOPMENT CONTROL MANAGER

SECTION: BUILDING & DEVELOPMENT CONTROL

REPORTING TO: HEAD OF PLANNING & PUBLIC PROTECTION

MAIN PURPOSES

1. To manage the Council's building and development control service including enforcement and aboriculture, ensuring the maintenance of high technical and professional standards
2. Acting as a Cost Centre Manager, to prepare, monitor and manage the capital and revenue budgets for the activities of the section to ensure that resources are managed in accordance with Departmental and Council requirements. To manage and monitor the Planning Delivery Grant Budget and to ensure that resources, including staff paid for out of this budget, are managed and allocated in accordance with DCLG requirements.
3. Provide an input into corporate initiatives as appropriate.
4. To ensure that an effective performance management system is maintained and applied so that the section delivers a service which meets statutory central government and local performance indicators.
5. To set building control charges at a level that recovers the cost of providing the service to its users and ensures that the market share of the business is maintained
6. To act as access officer to advise all departments on inclusive design and maintenance of buildings.
7. To act as Merton's local authority liaison officer to the Emergency Services authorising major initiatives and expenditure to ameliorate any significant effect on Merton's residents in case of any major emergency.
8. Full delegation of authority is given to the Building and Development Control Manager and Principal Building Control Surveyor to ensure that

building projects within the Borough are constructed to comply with the performance standards of the Building Regulations. This delegation covers the issue of safety certificates and the monitoring of safety at all sports grounds within the borough.

MAJOR ACTIVITIES

1. To ensure the effective and efficient provision of a comprehensive range of building and development control services, including:
 - planning applications
 - planning appeals
 - tree preservation
 - planning advice and guidance
 - Section 106 Agreement negotiation and disbursement
 - full plans applications
 - building notices
 - enforcement
 - dangerous structures
 - safety in sports grounds
 - initial notices
 - regularisation applications
 - reversion applications

2. To establish and maintain strategies and policies for the above services in line with Council policies and budgetary constraints and to develop the services to reflect changes in operational needs, legislation and other relevant factors.

3. To be responsible for the maintenance of high professional and technical standards within the section, including an up-to-date knowledge of relevant legislation, guidance standards and technology;

4. To ensure that quality control systems are in place to ensure that correspondence leaving the section is acceptable in terms of timeliness, content and customer care.

5. To take part in the appointment of staff to the section including ensuring that job descriptions and person profiles reflect the duties required; to ensure staff training and development in accordance with their needs and the Departmental Training Plan, making best use of available resources.

6. To ensure effective monitoring of staff performance, including carrying out staff appraisals and monitoring sickness levels, and taking any necessary action with regard to staffing, in line with Departmental and corporate procedures.
7. Where appropriate, to manage tendering and contract procedures for the services and advise on the appointment of contractors and specialist consultants; to instruct within the overall terms of reference of such appointments, monitor the performance of contractors and consultants and take appropriate action where deficiencies are identified.
8. When relevant, to comment on proposals from and provide information to government agencies and professional bodies working within the service area.
9. To maintain and develop arrangements to ensure that emergency situations within the services managed are dealt with effectively and safely.
10. To ensure effective liaison with other Boroughs and bodies dealing with building and development control matters; to maintain an awareness of equivalent activities in other local authorities so that the cost-effectiveness of the Council's position is continually optimised.
11. To provide regular reports to the Head of Division and appropriate Committees regarding the performance of the Building and Development Control section on key service issues; to contribute to the overall management of the Division and, when required, to deputise for the Head of Division.
12. To assess continually, demands and priorities imposed on the section and provide appropriate responses.
13. To ensure effective liaison with other Council service areas to ensure their service needs are fully taken into account.
14. To act as a Cost Centre Manager for the section
15. To prepare and present reports and offer advice to Members of the Council's Planning Applications Committee and to manage the preparation of reports detailing decisions taken under delegated authority
16. To prepare and present evidence and statements in response to planning appeals.

17. To represent the Department as required at meetings both within the Council and with external bodies.
18. To ensure that supplementary land charges queries are responded to in a timely and efficient manner and that an appropriate charge is levied.
19. To implement the Unitary Development Plan/emerging LDF and other Council policies through the building and development control processes and to have an input into the formulation and review of these policies.
20. To oversee the management of the enforcement process including issuing of Enforcement Notices, Stop Notices and enforcement appeals etc and to authorise and instigate legal action against persons contravening the building regulations in accordance with the Council's Building Control Policy.
21. To act as Borough Liaison Officer representing the Council at strategic meetings with the Heads of Emergency Services at any major emergency. Implementing actions and authorising expenditure to ameliorate the effects of any major emergency on Merton's residents.
22. To provide and manage a 24 hour 365 days a year emergency call out service for dangerous structures and other major emergencies.
23. To carry out all duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care practices and take a proactive role in their development and implementation.
24. To monitor the effectiveness of IT equipment and and introduce new work practices as appropriate to ensure efficiency and effectiveness of the system.
25. To ensure that all staff reporting to the postholder are aware of corporate and Departmental health and safety policies and procedures and are trained in their implementation where necessary. To ensure that health and safety risk assessments are carried out and monitor the implementation of health and safety procedures, raising any concerns or suggestions or revisions with the Head of Division.
26. To be responsible for ensuring close and effective links between the section and elected Members (Particularly members of PAC). Including appropriate training for the same.
27. To carry out any other duties appropriate to the grading of the post as required by the Senior Management.

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ENVIRONMENT AND REGENERATION DEPARTMENT

**PERSON SPECIFICATION – BUILDING AND DEVELOPMENT CONTROL
MANAGER**

KNOWLEDGE, SKILLS AND APTITUDES	
1.	Ability to motivate, lead and manage the performance of a Section. (E)
2.	Ability to conduct an open and communicative style of management, including good oral and written communication skills. (E)
3.	Ability to recruit, manage and develop staff including appraisal, training, counselling and discipline in a manner which meets the Council's standards and supports liP principles. (E)
4.	Ability to plan, programme, monitor and deliver projects and programmes of work in accordance with required timescales. (E)
5.	High level reasoning, analytical and decision making skills, with ability to prepare and manage the delivery of a Business Plan for the section, including definition of objectives, targets and standards, overall financial planning and the development of strategies for service delivery including the use of information technology. (E)
6.	Ability to manage trade accounts and/or complex budgets, including budget preparation, financial monitoring and planning and bidding for external funding. To ensure that, through improved performance, maximum funding is obtained from Central Government via the Planning Delivery Grant. (E)
7.	Develop an understanding of the different roles and needs of councillors, clients, consultants, contractors and the public in relation to the section's work, and the ability to provide excellent customer care and carry out effective consultation on proposals. (E)
8.	Possess an up to date knowledge of professional practice and legislation relating to the activities of the section. (E)
9.	Possess an up to date knowledge and understanding of Health and

10.	Safety requirements relating to the work place and team activities. (E) Ability to lead on cross service projects and issues (E).
EDUCATION/QUALIFICATIONS (INCLUDING TRAINING)	
11.	Degree or equivalent in a relevant subject. (D)
12.	Management Qualification. (D)
EXPERIENCE	
13.	At least five years experience of managing staff in respect of the following: <ul style="list-style-type: none"> • Development Control and/or Building Control services • Individual projects • Individual programmes of work • The work of a team of at least 5 staff • Training • Performance • Discipline (E)
14.	Experience of managing complex budgets. (E)
OTHER REQUIREMENTS	
15.	A commitment to Equal Opportunities and the ability to deliver services to a diverse community. (E)
16.	Prepare to work outside normal office hours as required in the interest of the service, including responding to emergencies. (E)