North Northamptonshire Council
Job Description and Person Specification

Head of Building Control and Local Land Charges (LLC)

Service Area: Regulatory Services
Reports to: Director Regulatory Services
Salary scale: Grade SM12
Responsible for: Building Control and Local Land Charges Teams.

Purpose of the job

To be the lead for the council's Building Control and Local Land Charges Services holding operational responsibility for service delivery including Building Control Surveying, Building Control Technical and Business Support and the Land Charges Search Service, including the Land Charge Register and the maintenance and accuracy of the Land and Property database.

Developing and executing strategies and policies to comply with existing and future legislative requirements, emerging needs, and market demand(s) to deliver an efficient and effective Building Control and Local Land Charges Service that demonstrates value for money, and which ensures the best outcomes for Service Users, Partners, Employees, and Members at all times.

Work in partnership with internal and external stakeholders to drive transformation, organisational change and enable continuous improvement to services through use of 'digital' and other technologies to provide an improved customer experience, diversify services, increase market share and income, and deliver a bespoke regulatory support offer to business/service users.

Principal responsibilities

1. To Lead and manage the councils Building Control service and Local Land Charges service across North Northamptonshire.
2. To provide professional advice and guidance to the Council and key stakeholders on all aspects of Building Control/Safety and Local Land Charges matters and associated issues and to ensure the Council complies with Building Control /Safety and Local Land Charges statutory requirements.

3. To lead on strategies for the marketing and promotion of the service to increase market share and achieve/maintain external accreditation of the service to ensure a consistently high quality of service delivery to service users.
4. To support the Assistant Director in the development and implementation of relevant strategies for the services within this area and to deliver the Council's corporate strategies and priorities working with colleagues in other directorates and partner organisations.
5. To support the Assistant Director in the development and implementation of a bespoke regulatory support offer to bring businesses/service users and regulators together; diversifying services and increasing income opportunities via schemes such as Primary Authority Partnerships (PAPs) and the 'Better Regulation' agenda inc. Better Business for All (BBfA).
6. To support the Assistant Director in developing and implementing a programme to drive transformation and organisational change to enable continuous improvement in services through making best use of 'digital' and other technologies and best practice to provide an improved experience for service users, employees, members and partners, and lead on the development and implementation of the HMLR data migration change management project.
7. To lead on Health and Safety Management for the services within this area ensuring that all services provided are effectively managed and legally compliant in accordance with relevant legislation. Ensuring that risks are evaluated and managed, within the legal framework and the wider organisational context whilst supporting service outcomes.
8. To lead on Civil Contingencies Matters including Business Continuity planning and emergency incident planning for the services within this area.
9. To represent the council's interests with external stakeholders, including partners and, contractors.
10. To achieve performance and financial targets set for Building Control and Local Land Charges operating costs and revenue and capital targets across the medium-term financial plan.
11. To be responsible for ensuring that there is effective and timely forecasting and analysis of business and financial data to enable robust budget management and budget planning, minimising financial risks, and maximising potential efficiencies.
12. To be responsible for the management of performance for Building Control and Local Land Charges through the implementation, monitoring and review of an effective performance management framework and its reporting both internally and externally to the Council.
13. To be responsible for the management of risk, ensuring that lines of accountability are clear and well understood and systems are in place for monitoring, evaluating, and managing compliance, operating and project risks to secure the reputation of the council.
14. Lead and develop the procurement strategies for Building Control and Local Land Charges in order to secure cost-effective outcomes by:
    - Contract development, negotiations, and regular review in order to ensure the availability of required services and promote service improvement planning and delivery.
    - Developing partnership arrangements.
    - Develop management information with customers and contractors in order to manage performance and costs effectively.

- Oversee the work of the teams, consultants and contractors and ensure that correct technical and contract management procedures are followed.

15. Lead, motivate and develop the Building Control and Local Land Charges Teams, setting the direction for the service, creating a culture of empowerment and trust, undertaking line management duties of direct reports, being accountable for the budgets and performance of the service covering:
    - Building Control
    - Building Control Technical/Business Support
    - Local Land Charges
16. Produce effective and efficient customer reporting tools and documents that demonstrate and promote the value of Building Control and Local land Charges services. Maintain systems to inform and receive feedback (including complaints and suggestions) from businesses/customers, partners, suppliers, stakeholders, and employees; and to evaluate that feedback through the assessment of "lessons learned" in order to ensure continuous improvement in the delivery of the service. Ensure that customer-focus and best value is promoted as a core value.
17. To support the delivery of the councils Carbon Reduction Plan, including responsibility for identifying cost effective solutions that reduce consumption and emission of greenhouse gases and meet the councils net zero targets.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

North Northamptonshire Council

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Hold a relevant professional Degree or Diploma or equivalent in a relevant discipline e.g. Building studies, civil or structural engineering, building control, building surveying Membership of relevant professional body and/or relevant management qualification e.g. RICS, CIOB, CABE, ICE, IStructE, CMI, ILM	Other relevant post-graduate qualification
Experience and Knowledge	Extensive Knowledge of successfully managing Building Control and/or Building Surveying Services' including working at a senior level. Knowledge and understanding of the dynamics and complexities of public sector and Local Government. Strong contract management and project management skills. Evidence of continual professional development Knowledge and experience of how to effect cultural and behavioural change, developing high performing teams and delivering measurable improvements in service delivery.	

Attributes	Essential criteria	Desirable criteria
	Excellent business and service planning knowledge and experience	
Ability and Skills	Excellent leadership, negotiation and influencing skills, including change management and significant service delivery improvement. Recognition of the political environment of Local Government, demonstrating an understanding of how to approach sensitive matters. Excellent time management skills, with the ability to plan and deliver objectives with an agreed timeframe and be flexible in work approaches. Demonstrate excellent communication skills, with high level of written, oral, presentation and IT user skills. Ability to develop, influence and maintain good working relationships with a wide range of customers, stakeholders, and partners. Innovative approach to problem solving and achieving value for money. Demonstrate commercial and marketing skills Excellent performance and financial management skills. Ability and willingness to travel around the county, including at short notice.	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	