

Job Description and Person Specification

Area Team Leader

Job Title: Area Team Leader
Reference: FAFI4297
Service: Planning
Grade: 12
Reports to: Building Control Manager
Location: Crewe
DBS: None

Your job

To assist the Building Control Manager, providing professional leadership to teams within the unit, ensuring quality of service delivery in accordance with Council policies, legislative requirements and best practice to members of the public and elected members

To ensure the highest possible standards of building control enforcement permissible within the scope of the building control policy. Providing a proactive enabling approach to the functions within the Building Control unit, ensuring statutory obligations enabling the Council to fulfil obligations under Section 91 of the Building Act 1984.

Expected to undertake specialist or technical assessments/activities and make decision based on those assessments within the building control service, using skills that have been gained through professional qualifications, relevant vocational training and practical work experience.

Our shared values

Here at Cheshire East Council, we have a clear set of values:

- Drive: striving for innovation, excellence and high performance.
- Integrity: acting ethically, being accountable and fostering trust.
- Respect: demonstrating empathy and appreciation for others, being inclusive.
- Collaboration: working and learning together with a focus on outcomes.

Co-produced with our staff, these value are critical to us achieving our vision as set out in the [Cheshire East Plan](#). It is important you take some time to understand our values and how you can bring these to life in your day-to-day work.

Further information on the values can also be found via the link [Our values](#).

In this job you will

1. To support the Building Control Manager in the collective development of the unit' operational standards to ensure that Service initiatives and priorities are achieved
2. To lead, motivate, develop and manage designated areas of responsibility across the unit, operating as a member of the unit management team to ensure that unit requirements, priorities and objectives are effectively and dynamically delivered
3. To assist the Building Control Manager in ensuring that the functions of the Service are delivered by the unit in an efficient, cost effective and customer focussed way, to the satisfaction of the Council
4. To develop and deliver an effective marketing strategy within appropriate budgets, taking a lead role to secure additional work through external partnerships. Improving business relations and networking potential clients, raising the profile of the service regionally
5. Lead a team of professional Building Regulations staff through the appropriate statutory framework and in line with national and local performance indicators, ensuring the highest possible standards of building control enforcement permissible within the scope of the building control policy. Taking a lead role in checking and consultation required for major applications.
6. To represent the Service in magistrates court, providing witness statements where appropriate.
7. To participate within the units rota-based response facility for out of hours reports relating to dangerous structures. Acting as a lead in this area, responsible for the development and maintenance of such rotas.
8. To actively promote the service through professional presentations where appropriate within the commercial market area. Taking a lead role in the participation within local events relating promotion of Building Regulations and allied legislation
9. Taking a lead role in the day-to-day operations of Building Control functions for the unit, ensuring applicable service levels are met for teams and individuals together with ensuring the efficient running of the service in the absence of the Principal Building Control & Planning Systems Manager
10. To assist the Principal Building Control & Planning Systems Manager in the management of operational remote working staff members of the unit, providing support where appropriate to ensure staff suitability for remote working

The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Cheshire East, to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

In this job you will need

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Diploma in Management	Chartered Membership of CABE, RICS, CIOB	Diploma in Management
Experience		Extensive experience in Building Control	
Technical, Specialist or Job -Related Knowledge		A minimum of Level 2 Registration under the Building Safety Regulator mandatory scheme	
Theories, Techniques, Concepts		Professional and managerial theories sufficient to educate and guide others	
Procedures, Policies, Legislation, Organisational Structures		Experience of Building Control, planning and development of corporate events	
Skills and Aptitudes <i>(e.g. Operation of Equipment and Machinery, Languages, inc. Foreign and Sign Language)</i>		Ability to survey land and property acquiring levels etc. Ability to scale drawings using software packages. Driving licence required	

Artificial Intelligence (AI)

We embrace AI to enhance our operations and to innovate our services. However, we value human talent and are looking for passionate individuals to join our organisation. Please ensure you personally complete your application and read all the instructions carefully to maximise your chances of success.

Applications that rely too heavily on AI may be rejected during shortlisting, however we understand that AI may be used as a reasonable adjustment, if using AI to support your application, please give a brief explanation why to help ensure fair selection process.

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Other Requirements		<p>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</p> <p>Flexible approach to work</p> <p>Willingness and ability to travel throughout the borough</p>	

Artificial Intelligence (AI)

We embrace AI to enhance our operations and to innovate our services. However, we value human talent and are looking for passionate individuals to join our organisation. Please ensure you personally complete your application and read all the instructions carefully to maximise your chances of success.

Applications that rely too heavily on AI may be rejected during shortlisting, however we understand that AI may be used as a reasonable adjustment, if using AI to support your application, please give a brief explanation why to help ensure fair selection process.