



Recruitment Information Pack

Registered Building Control Technical Manager

Job Closing midnight, 20 July 2026

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Job Advert

Registered Building Control Technical Manager

	Job Title:	Registered Building Control Technical Manager
	Team / Department:	Building Control / Development
	Location:	Elizabeth House, Stratford-upon-Avon and Remote Working
	Employment Status:	Permanent
	Hours per week:	37
	Working Arrangements:	Hybrid Working
	Salary:	Grade C - £56,700 - £60,000pa

About Us:

Based in the heart of Warwickshire, the beautiful district of Stratford-on-Avon is, without doubt, one of the most scenic and historical regions in the UK. Stratford-on-Avon District Council's headquarters are located in the heart of William Shakespeare's hometown. In the District, you will find thriving market towns, home to over 135,000 residents and a tourist destination for millions of visitors each year, from across the globe. We are proud to provide public services to residents, businesses and visitors across this magnificent region, making it a great place to live, work and visit.

At the Council, our people are our superpower and by choosing to bring your talents to our organisation, you will be joining a great team where everyone feels that they truly belong, full of dedicated people all working with passion and purpose, across a dynamic portfolio of work providing high-quality services.

Benefits:

As part of our team, you will enjoy a comprehensive benefits package, including:

Flexibility:

- A minimum of 25 days of annual leave, plus Bank Holidays.
- Hybrid working arrangements with the flexibility to work from home for up to 60% of your hours (dependent upon the role)
- Flexi-time scheme for a better work-life balance.

Lifestyle:

- Health Cash Plan Scheme for medical and dental expenses.
- Eye test voucher scheme
- Everyone Active Gym Membership discount

Professional Development:

- Training and Development opportunities.



- Payment of one professional subscription fee

Financial Planning:

- Access to the Local Government Pension Scheme to secure your future.
- Access to free Will writing services.
- Employee Assistance Programme
- Salary Sacrifice schemes e.g. Cycle to Work etc.
- Free town centre parking

What to Expect in the Role:

You will lead and manage a team of 9 Officers to oversee the Building Control services being delivered in our communities and neighbourhoods across the District. The role will lead on all aspects of building control, including the building regulations, demolitions and dangerous structures. The role comes at an exciting, albeit challenging, time with the introduction of the Building Safety Regulator and building safety levy.

Using your strong People Management experience, you will coach your team, build a positive team culture, enable your team to develop excellent relationships and partnerships with key stakeholders and effectively manage services to ensure the delivery of high-quality services, which positively impact the lives of those we serve.

This role will lead on Building Control processes, across a diverse range of services in areas and communities across Stratford-on-Avon District, ensuring that the residents, businesses and visitors of the District are getting the best possible outcomes, for the best possible price.

Key Accountabilities and Responsibilities (Please see Job Description and Person Specification for more details):

- *Provide operational leadership and overall management of the Council's statutory and regulatory Building Control functions, covering both fee-earning and non-fee-earning activities, including Dangerous Structures and Demolitions.*
- *Ensure the Building Control Service remains competitive in the local market.*
- *Be the Council's professional lead officer for Building Safety Regulations.*
- *Responsible for the provision and publication of accurate KPIs and performance data.*
- *Responsible for ensuring the Council meets the requirements of the Building Safety Regulator and the LABC*
- *Act as a member of the Development Services Senior Leadership Team and Support the Head of Development to ensure that the Council delivers excellent, customer-focused, value for money services, which best meet the needs of the public and enhance public satisfaction.*

What You'll Need (Please see Job Description and Person Specification for more details):

- *Registered to at least Class 2A-F Building Inspector & Registered as a Class 4 Technical Manager*
- *Strong knowledge of Building Control legislation, policy, professional practice and the regulatory framework under the Building Safety Act.*
- *Proven experience of the LABC BSI 9001 Quality Management System accreditation and productions of documentation to satisfy LABC, BSI and BSR audit requirements.*
- *Proven leadership skills, with the ability to inspire, influence and direct others*
- *Professional integrity, ethical behaviour and regulatory mindset required by the Building Safety Regulator and the Building Inspector Competence Framework (BICoF).*



Right To Work

Applicants must have existing Right to Work in the UK, as visa sponsorship is not available for this position

Use of Artificial Intelligence (AI) e.g. ChatGPT, Copilot, Gemini etc.

Artificial Intelligence could be a useful tool to support your application. However, all examples and statements provided must be truthful, factually accurate and taken directly from your experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by AI, as your own) applications may be withdrawn and internal applicants may be subject to disciplinary action.

Interview Format

All interviews for this position will be held face to face, as we believe this offers the best experience for candidates and panel members.

For an informal chat about the role, please contact **Graham Nelson, Interim Head of Development on: 01789 260804** or **graham.nelson@stratford-dc.gov.uk**

Applications will close at **midnight** on Mon 20th July 2026
Interviews will be held week beginning Mon 27th July 2026





Job Description

Stratford-on-Avon District Council

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title	Registered Building Control Technical Manager		
Salary Grade	Grade C	JE ID	A1402
Contract Length	Permanent		
Hours	37		
Department	Development		
Section	Building Control		
Location	Elizabeth House Church Street Stratford upon Avon CV37 6HX		
Responsible to	Head of Development		
Responsible for	Building Control Team		

Role Purpose

The postholder will provide operational leadership and overall management of the Council's statutory and regulatory Building Control functions, covering both fee-earning and non-fee-earning activities, including Dangerous Structures and Demolitions.

They will be a member of the Development Services Senior Leadership Team, contributing to priority-setting, performance management, policy development, service improvement, and business growth across the Service.

The postholder will act as an ambassador for the Council, supporting the Head of Development Services in delivering effective customer outcomes through all statutory and non-statutory functions.



They will lead and support Team Leaders to achieve Group and Service-wide objectives and ensure the Council meets its operational, regulatory and legal obligations relating to Building Control and Building Safety.

The postholder will also work with partners across the District and wider region to promote managed growth, community safety, public health, economic prosperity, and other strategic Council priorities.

Principal Duties and Responsibilities

- Assume operational responsibility for the Council's Building Control function, ensuring delivery in accordance with Council policies, procedures, legislation and best practice.
- Maintain LABC BSI 9001 QMS accreditation by regularly reviewing Building Control policies and procedures and producing documentation to satisfy LABC, BSI and BSR audit requirements.
- Prepare quarterly and annual KPI reports required by the Building Safety Regulator (BSR).
- Ensure all controllable work in the District is monitored and inspected by competent, BSR-registered staff in accordance with the Building Safety Act and associated legislation.
- Demonstrate commercial acumen, market awareness, strong client relationship skills and effective risk management.
- Support, train, mentor and develop officers to build capacity, resilience and ensure continued professional development and operational delivery.
- Manage staff performance, including training needs assessment, CPD support, and provision of clear guidance and direction.
- Manage income, budgets and resource planning.
- Specify and appraise operational, team and individual performance, ensuring regular 1:1s, PDRs and effective HR management.
- Provide the Head of Development Services, colleagues and Elected Members with professional advice on Building Control, the Building Safety Act (or successor legislation), and relevant policy, best practice and future strategy, translating these into clear objectives and actions.
- Ensure accurate, comprehensive and up-to-date records of plan checking and site inspections.
- Monitor the checking and processing of applications for compliance with the Building (Local Authority Charges) Regulations.
- Assist in monitoring compliance with planning conditions, approved plans and supporting documentation, and take appropriate action when required.
- Ensure data for land charges enquiries is properly maintained and assist with providing responses within required standards and timescales.
- Develop and ensure compliance with policies, procedures, standards and legislation relating to:
 1. Dangerous structures
 2. Control of demolition



3. Safety at Sports Grounds

- Work flexibly, including occasional evenings and weekends, as required to fulfil the duties of the post.
- Travel throughout the District and beyond as necessary for effective performance of duties.
- Be aware of health and safety responsibilities and identify any necessary H&S training during appraisal.
- As this is a public-facing role under the Immigration Act 2016, maintain a level of spoken English sufficient for effective performance.
- Undertake any other duties commensurate with the grade of the post and its senior management responsibilities within the Council, Directorate and community.

Budgetary Responsibilities

- To ensure that the designated team operate within the Council's Constitution and Contract Standing Orders.
- Monitor expenditure and income against agreed revenue and capital budgets, taking corrective action where necessary. Deliver efficiency targets through service and process redesign, and identify opportunities to increase income and reduce costs.
- To identify opportunities for reducing expenditure via different ways of service delivery and provision.

Management Responsibilities

- Use the Appraisal Scheme to review and identify training needs, supporting the development of staff skills and abilities.
- Be accountable for developing and supporting direct reports, ensuring objectives and targets are achieved and staff work in accordance with professional standards and practices.
- Take responsibility for the performance of the service, providing strong leadership, promoting a 'can-do' approach, flexibility, teamwork and continuous improvement.
- Undertake performance measurement and management, including recruitment, motivation, development and ongoing management of staff. Ensure effective cross-team working, maximise skills and resources, and eliminate siloed working.

Corporate Responsibilities

- Be aware of your health and safety responsibilities and identify any required health and safety training through the appraisal process.
- Act positively to create a welcoming, inclusive workplace where all staff feel able to bring their whole selves to work and perform at their best. Encourage and promote trust, integrity, approachability and adaptability.
- Support the Council in meeting its responsibilities under the Civil Contingencies Act by ensuring effective arrangements for emergency planning and business continuity, including participation in the Duty Officer rota.
- This post is politically restricted in accordance with the Local Government and Housing Act 1989 and the Local Democracy, Economic Development and Construction Act 2009.



Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to enable them to perform the role.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D) as shown in the final column.

Essential Criteria

	Qualifications	
1	Degree in a relevant Built Environment or technical discipline <i>or</i> a degree with demonstrable knowledge and experience of managing a comparable statutory service within local government.	A + D
2	Chartered Membership of a relevant professional body.	A + D
3	Registered to at least Class 2A-F Building Inspector & Registered as a Class 4 Technical Manager	A + D
Knowledge & Experience		
4	Strong knowledge of Building Control legislation, policy, professional practice and the regulatory framework under the Building Safety Act.	I + P
5	Understand and apply policies, procedures, standards and legislation relating to: <ol style="list-style-type: none"> 1. Dangerous structures 2. Control of demolition 3. Safety at Sports Grounds 	I
6	Proven experience of the LABC BSI 9001 Quality Management System accreditation and productions of documentation to satisfy LABC, BSI and BSR audit requirements.	I + P
7	Ability to prepare the quarterly and annual KPI reports required by the Building Safety Regulator (BSR).	I
8	Demonstrable experience of managing a high-quality, customer-focused service.	I + P



9	Experience of successfully leading, motivating and developing staff.	I
10	Understanding and experience of implementing change management	I
11	Track record of managing income, budgets and resource planning inline with the Council's budgetary responsibilities and The Building (Local Authority Charges) Regulations.	I
12	Proven track record of identifying and exploiting new opportunities to deliver measurable service improvements.	I
13	Demonstrable understanding of performance management and its practical application in a local authority or regulatory environment.	I
	Skills & Competencies	
14	Registered with the Building Safety Regulator as a Class 2A–F and Class 4 Registered Building Inspector/Manager, with demonstrable competency to work: <ul style="list-style-type: none"> independently on Class 2A–F projects 	A + D
15	Ability to build and maintain effective, positive relationships with internal and external stakeholders.	I
16	Demonstrate commercial acumen, market awareness, strong client relationship skills and effective risk management.	I
17	Proven leadership skills, with the ability to inspire, influence and direct others	I
18	Highly organised, with excellent time management skills and the ability to work accurately to tight deadlines	I + P
19	Strong analytical and problem-solving skills, with a pragmatic and creative approach to resolving complex issues and understanding the implications of decisions.	I + P
20	Ability to maintain accurate written records that clearly evidence decisions made, aligned with audit and regulatory requirements.	I
21	Ability to work independently with minimal supervision, within the limits of professional competence.	I
22	Good working knowledge of IT systems such as word, excel, Microsoft, GIS	I



	Character & behaviour	
23	Demonstrates the professional integrity, ethical behaviour and regulatory mindset required by the Building Safety Regulator and the Building Inspector Competence Framework (BICoF).	I + P
24	Demonstrates enthusiasm and a commitment to delivering a high-quality service, adopting a proactive, 'can-do' approach across office and remote working environments	I
25	Shows awareness of the impact on others, maintaining confidentiality, supporting team relationships and promoting wellbeing. Values inclusion, diversity, openness and respect, and fosters mutual trust.	I
26	Works collaboratively to achieve shared goals, supporting colleagues, sharing information and seeking expertise from partners and communities.	I
27	Takes ownership of wellbeing, workload and professional development. Demonstrates accountability for actions, decisions and performance.	I
28	Demonstrates strong leadership by delivering outcomes, motivating the team and supporting individuals to achieve their potential.	I
29	Trustworthy, open and transparent, with the confidence to challenge constructively when required.	I
30	Communicates clearly and concisely, simplifying complexity and adapting communication style to suit different audiences, including hybrid working environments.	I
31	Able to manage confrontational or challenging situations professionally, de-escalating where necessary.	I + P
32	Commitment to maintaining Continuing Professional Development (CPD) in accordance with the Registered Building Inspector Code of Conduct.	I
	Availability / Locality / Mobility	
33	Full driving licence and access to a suitable vehicle for work purposes, or alternative suitable transport enabling the role to be carried out effectively.	A + D
34	Ability to work across various locations, including construction sites, rough terrain, ladders, trenches and other site-based environments.	A + I



35	Flexibility to meet the operational needs of the service.	I
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Desirable Criteria

	Qualifications	
1	Post Graduate Qualification in a relevant Built Environment or technical discipline	
2	A management qualification.	
3	Knowledge of Uniform IT system for Building Control	





Information for applicants

Stratford-on-Avon District Council

Employing Authority:	Stratford on Avon District Council		
Post Title:	Registered Building Control Technical Manager	Post Ref:	PU0000474
Service Area:	Development	Team:	Building Control

Salary Range and Grade	Grade C	£56,700 to £60,000
Contract Type	Permanent	
Business Mileage	Casual 55p per mile	
Interval / Method of payment	18th of the month by BAC's	
Main place of work	Elizabeth House, Stratford upon Avon	
Hours of work	37 hours per week The Council's standard hours are:- 8.45am to 5.15pm, Monday to Wednesday and 8.45am to 5.00 Thursday and Friday.	
Flexi Leave	The Council's flexi-time scheme applies.	
Notice Period	8 weeks	
Annual Leave Entitlement	25 working days, rising to 28 working days after five years' continuous service in Local Government. The leave year will begin the month you commence employment In addition, there are 8 public holidays which are Bank Holidays. On top of these days the Council grant three extra statutory days during the Christmas period.	
Probation Period	6 month probation period	
Pension Scheme	Local Government Pension Scheme	
Parking	Town Centre Car Parks	
Politically Restricted	Yes	
DBS Check	Not Required	
Subsidised Corporate Leisure Membership	Stratford Leisure Centre	
Participation in Salary Sacrifice Scheme	Halfords Cycle to Work	



<p>People with Disabilities</p>	<p>People with disabilities will be guaranteed an interview, providing they meet the Essential criteria for the position, and that they declare their disability on their application form.</p> <p>Under The Equality Act 2010, a person has a disability if:</p> <p>They have a physical or mental impairment.</p> <p>The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.</p>
<p>No Smoking Policy</p>	<p>The Council operates a no-smoking policy throughout all Council premises.</p> <p>Hopefully, if you are a smoker, you will see that the Council is acting in the overall interest of all its employees' health and you will not be deterred from applying for any post which interests you.</p>

Interview Arrangements

<p>Interview Day and Date</p>	<p>Week commencing 27 July 2026</p>
<p>Interview Location</p>	<p>Elizabeth House, Church Street, Stratford upon Avon CV37 6HX</p>
<p>Closing Date for Completed Applications</p>	<p>Midnight on Monday, 20 July 2026</p>





Some of the benefits of working at Stratford-on-Avon District Council

Applicable to Employed Staff

Competitive salary



Flexi time*



25 days annual leave basic entitlement, plus

- 5 years continuous service - 3 extra days
- After 10 years continuous service - 1 extra day
- After 15 years continuous service - 1 extra day
- After 20 years continuous service - 1 further extra day (total of 31 days with 20 years continuous service)

- 8 days Bank Holidays
- 3 extra statutory days during the Christmas period



Flexible Working

(including Homeworking*, Hybrid Working Environment - Minimum 40% of time in the office*, Agile Working*)



Work laptop, keyboard, mouse, additional screen and headset.



Work mobile phone*

Volunteering Opportunities (Paid Leave)

- Up to 37 hours linked to Career Development
- Up to 15 hours not linked to Career Development

Free BUPA Health Expenses Scheme and confidential EAP which includes a Health Line, Elderly Care Support line and telephone counselling



Automatic enrolment into the Local Government Pension Scheme (Career Average Scheme)

Supportive sick pay scheme

Access to training & development



Opportunities for career progression

A commitment to equality, diversity and inclusion



Enhanced Maternity and Paternity pay

Full time working hours 37 per week

(8.45am - 5.15pm Mon - Wed, 8.45am - 5.00pm Thurs/Fri)



Cycle to Work Scheme

Kaarp Benefits scheme

Everyone Active

Gym Membership scheme

Professional subscription paid (one essential subscription)



Free office town centre parking

Excellent office town centre location

- Easy to reach by road or rail



*Not applicable to all roles

