London Borough of Merton
Housing & Sustainable Development Directorate
Job Description

Post Title:	**Head of Building Control** **(Principal Building Inspector Class 4)**
Grade:	**MGC**
Department:	Housing & Sustainable Development
Division:	Regeneration & Planning
Location:	Civic Centre, Morden & on site
Responsible to:	Director Regeneration & Planning
Responsible for:	Building Inspectors – up to 6 Principal Registered Inspector x 1 (Class 3) Registered Building Inspector x 4 (Class 1 or 2)
Post No.	
Date:	14 September 2026

This is an Essential Car User Post

There are 4 registration classes for individual building inspectors:

- class 1: trainee building inspector
- class 2: building inspector
- class 3: building inspector
- class 4: building inspector (technical manager)

All individual building control professionals performing the roles described within these classes, whatever types of buildings or building projects they work on, must register with BSR and comply with the code of conduct.

Local authorities and registered building control approvers (RBCAs) must ensure that those carrying out restricted activities, or who advise them on restricted functions, are suitably competent and registered in the appropriate class.

Class 4 building inspectors (technical managers) are those individuals who, in addition to holding the competence of a class 2 or class 3 building inspector, are responsible for technical management of a building control team. Their role would reflect the classes of RBIs they manage, and this would be reflected by limitations in their registration.

1. Main purpose

1.1 To lead and manage the Building Control service as the Council's senior professional officer, overseeing statutory decisions and ensuring compliance with Building Control legislation and (Building Safety Regulator) BSR Operational Standards Rules.

1.2 Be responsible for the administrative and technical processes linked to the management of the building control function.

1.3 This includes:

- the management of a building control team that is able to participate in pre-submission consultations, validation of applications for building control approval including fees and charges, the plans assessment process through to decision, the creation of inspection schedules and the delivery of these matters from concept to completion and certification

- the management and oversight of the enforcement procedures for, and enforcement action taken by, the building control team

- the effective delivery of a building control function to ensure duty holder compliance with, and where necessary enforce all relevant aspects of legislation relevant to building control, standards, guidance and Approved Documents, the Building Act 1984, the building regulations and associated legislation and guidance, for all relevant building types.

- ensuring their team members are competent, and only operate within their competence and in accordance with the code of conduct

1.4 The role has responsibility for the budget of the team. The role has responsibility for the assessment of compliance on development projects up to £450m Gross Development Value and the provision of advice and controls concerning the safety of crowds of up to 20,000 at any one time.

1.5 To provide technical assurance, senior professional judgement and accountability for complex cases, service performance, audit and compliance with Building Safety Regulator requirements.

1.6 To ensure a Building Control 24 hour 365 days a year emergency call out service for dangerous structures and other major emergencies is in place. This includes assessing dangerous structures and implementing immediate remedial works (including out of hours).

1.7 To maintain and develop arrangements to ensure that emergency situations within the services managed are dealt with effectively and safely.

1.8 Ensure that the Council is advised of new and emerging legislation on Fire Safety and ensure that services are changed to respond to the introduction of any new relevant legislation.

2. Main duties and responsibilities

Professional/Technical

2.1 Application and validation of applications for building control approval in respect of legislation relevant to building control, and management of fees and charges.

2.2 Creating, monitoring, and auditing of technical policies and standard procedures linked to prioritisation of plans assessment and inspection plans.

2.3 Considering applications for building control approval, in accordance with section 30 of the Building Act 1984, and dispensation, in accordance with section 11 of the Building Act 1984, if appropriate.

2.4 Establishing risk-based inspection plans, allocating work to RBIs with the appropriate validated competence, and monitoring performance and enforcement to secure compliance.

2.5 Monitoring the inspections carried out and issuing final/completion certificates when the work is confirmed as compliant with the building regulations.

2.6 Creating and applying a complaint and dispute resolution procedure on technical matters and other issues relating to the building control processes and procedures.

2.7 Ensuring that the law applicable to the role of building control and the management of the building control team is applied.

2.8 Taking all reasonable steps to ensure the Registered Building Inspectors (RBIs) they are responsible for managing, operate in compliance with the code of conduct and undertake appropriate supervision and mentoring.

2.9 Supporting the RBIs they are responsible for managing, in maintaining their competence by ensuring they have access to necessary, relevant training and that they are supported in undertaking relevant and appropriate CPD.

2.10 Undertaking the role of a class 2 or 3 RBI as appropriate, with reference to the main activities listed under 'role of an RBI'

2.11 To discharge the councils' delegated powers and duties as required by the Building Act 1984, and other legislation, and to provide appropriate and proportionate advice to the responsible officer concerning decisions about compliance with the Building Regulations etc. in relation to buildings and notifiable building work and being within the limits of the competence of the post holder.

2.12 Based on validated competence, without direct supervision, manage the building control activities and functions of a portfolio of cases [including new applications, regularisation and reversion applications] and maintain proper records for plan appraisals and site inspections, the evaluation of work/remedial action, working within a framework for inspections of domestic and non-domestic projects to

ensure compliance with current Building Regulations, The Building Act 1984, allied legislation and technical standards.

2.13 Where work falls outside the postholder's validated RBI competence, ensure it is allocated to or supervised by an appropriately registered and competent RBI, including any HRB work undertaken for the BSR.

Dangerous structures

2.14 To ensure a Building Control 24 hour 365 days a year emergency call out service for dangerous structures and other major emergencies is in place.

2.15 To maintain and develop arrangements to ensure that emergency situations within the services managed are dealt with effectively and safely.

2.16 Either inside the band of competence, or outside of it but under supervision, investigate matters, including complaints from elected members and the public, the control of demolition, dangerous structures, contraventions and unauthorised works and initiate and undertake enforcement action, as necessary, including the issuing of notices, to ensure compliance with the appropriate legislation and the councils' obligations under the Building Act 1984. The post holder will arrange for files of evidence to be deposited with the councils' solicitors and where necessary attend magistrates court as the councils' witness in associated enforcement cases.

2.17 Specialise and lead the group in fire safety matters, particularly relating to complex and higher-risk buildings.

2.18 Participate in and lead on the dangerous structures and emergency call out service and contribute to the out-of-hours rota.

2.19 Examine and determine Initial Notices and Final Certificates submitted by Registered Building Control Approvers.

2.20 Authorise and instigate legal action against persons contravening the building regulations in accordance with the Council's Building Control Policy.

2.21 Within the limits of competence, provide accurate information, advice and professional support to businesses and/or individuals, in accordance with the inspection framework or through spot checks, and ensure appropriate action is taken to comply with legislation and technical standards, seeking advice as necessary from more experienced and/or senior colleagues.

2.22 Within the limits of competence support and supervise, in accordance with the management framework, other members of the team including, where agreed, the delegation of plan checking, site inspections and other duties.

2.23 Liaise and/or consult with external agencies, stakeholders, statutory undertakers, members of the public, contractors, professional persons, elected members and internal departments as necessary to ensure a seamless team approach to the provision of guidance, advice and service delivery.

2.24 Establish and maintain appropriate links with building professionals, providing an excellent customer-focussed service [either face-to-face or other appropriate form of communication] and support the development of the building control service and with the exploration of new and expanding markets to encourage new and repeat business.

2.25 Respond to changes in workload and changing priorities by carrying out the role in a flexible manner which may include working extended hours, at the beginning and/or end of the day.

2.26 Own the service quality management system, technical audits and BSR Operational Standards Rules/KPI reporting, driving continuous improvement.

Staff responsibilities

2.27 Lead and directly manage the Building Control team, ensuring work is allocated by validated competence, caseloads are controlled and statutory, BSR performance and quality standards are achieved.

2.28 To lead and manage the staff in the team effectively, including recruitment, performance management and sickness monitoring. Ensuring staff are routinely supervised, trained and empowered to deliver services independently in this complex area of service delivery

2.29 Monitor the work performance of the Building Inspectors and contractors through the undertaking of monthly performance management reports, while ensuring the establishment of clear personal performance targets within the context of the Council's appraisal scheme is also delivered.

2.30 Tackle poor performance positively and effectively using the Council's established Policies and Procedures

2.31 Contribute to the management of the group. Lead on allocating officer workloads and setting priorities. Monitor and evaluate performance and achievement of quality standards and ensure coordination with other groups in the directorate.

2.32 To positively contribute to a strong, efficient and effective performance culture with a focus on service excellence and customer satisfaction.

2.33 Ensure that staff have adequate professional support and access to training and development to enable continuous professional development in line with the requirements of their respective professional bodies and the Building Safety

Regulator. To ensure the professional competency of the service is maintained and expanded to meet the demands of the Building Safety Regulator.

2.34 Monitor and direct the effective use of all contractors, consultants and agency staff to ensure proper value to the group.

2.35 To maintain continuing professional development, keeping up-to-date on developments in services, legislation, regulations, and other relevant matters. To ensure that relevant information is disseminated to staff.

2.36 Actively pursue personal development of skills, knowledge and competency necessary for effective performance in the role, for the team, service and authority.

Financial responsibilities

2.37 Check that charges associated with building regulations applications are in accordance with the criteria and formula set out in the related charging scheme and Charges Regulations.

2.38 Be responsible for achieving group service quality, performance and income targets. Analyse trends and brief the Head of service accordingly.

2.39 Provide statistical information and costings for areas of work and specific projects.

2.40 Report as requested, or as necessary, to the Director on changing budget needs.

Risk

2.31 Ensure that operational risks are considered and appropriate actions are taken and reporting are put into place to manage these.

Commissioning, Contacts and Relationship Management

2.41 Ensure that contracted services are able to meet contractual obligations and are efficiently delivering on and satisfying the Council's statutory and internal responsibilities as required.

2.42 Develop, establish and sustain proactive and positive relationship(s) with contractors and stakeholders.

2.43 Deal with enquiries and provide advice to Councillors, Chief Officers, MPs, Government Departments, business representatives and members of the public where required.

2.44 Prepare high quality reports and briefings, communicating and negotiating on complex issues on building control for the Director, Executive Director and Members on a regular basis.

2.45 Represent the council at any internal or external meetings, public enquiries or forums, court hearings etc on matters of building control policy or operations.

Data & IT

2.46 Use technology effectively with colleagues, stakeholders, and contractors to improve the effectiveness and efficiency of services delivered

2.47 Be responsible for ensuring the data quality of all information related to the duties of the post and record on the systems used.

2.48 Assist in the development and maintenance of any new technology systems and equipment for the benefit of the group.

Council vision and values

2.49 Contribute to the promotion of Merton Council's visions and missions, including adopting a "One Team" approach. Role model the values and behaviours of the organisation and be an ambassador for and represent the Council at all times

2.50 Ensure at all times that a corporate view is adopted and that complaints (both internal and external) are dealt with promptly and effectively

2.51 Understand the vision, values and strategic priorities of the council so that officers are engaged and motivated to deliver the councils' strategic and service priorities and objectives.

Limits of Competence

2.41 The post holder must only carry out unsupervised activities and/or functions that are within the limits of their competence. Undertaking activities and/or functions on buildings etc that are beyond the limits of competence must be under the supervision of a suitably competent officer unless the nature of the work being assessed/inspected is the same as the type of work they would usually carry out within the limits of validated competence.

Equality, Diversity & Inclusion

2.42 The council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

Health and Safety

2.43 Ensure that the Corporate and Departmental Health and safety policies are implemented at all times and to raise any concerns regarding their operation or any health and safety matter with the appropriate senior line manager.

Other

2.44 Performance any other duties that may be reasonably be required commensurate with the salary and grade.

Work style

2.45 Requirement to adhere to the Council's office / place of work attendance policy which is currently 60% in the workplace (unless otherwise advised).

Deputising

2.46 Provide senior professional advice and cover to the Director as needed.

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Knowledge	
1	Extensive technical knowledge of regulations and processes for the implementation of building regulations.
2	Thorough awareness of current issues and a working knowledge of legislation.
3	Knowledge of BSR Operational Standards Rules, KPI reporting, technical audit and competence management requirements.
4	Significant practical knowledge of health and safety issues.
5	Knowledge of OSRs, KPIS and the code of conduct published by the Building Safety Regulator and apply them within the building control setting to secure compliance with the law.
Skills/Aptitude	
1	Strong leadership and management skills, able to motivate and manage teams to maximise their potential and organisational goals.
2	A demonstrable ability to operationally plan and deliver services, while ensuring a flexible approach to work from day to day to cope with a variety of situations, groups or individuals.
3	Sound understanding of project development, management and delivery including experience of managing contracts and projects to deliver effective commissioned outcomes.
4	Effective communication and interpersonal skills that build positive relationships.
5	Ability to negotiate successfully and influence outcomes acting with tact and diplomacy in all aspects of work.
6	Proven ability to manage conflict.
7	Shows initiative and highly developed analytical and problem solving skills with the ability to make high value / pressure autonomous decisions.
8	Financial acumen to manage budgets and secure income

9	Good numerical and IT skills including experience in the application of planning related and geographical information systems and Microsoft packages.
10	Adapts quickly to changing situations with the ability to manage own and others' time effectively
Experience/Training	
1	Substantial relevant technical experience in the accountability, delivery and management of building control services and buildings within the scope of the Building Safety Regulator.
2	Experience of leading change and improvement processes including motivating others and successfully working under pressure and meeting deadlines, performance targets and produce a regular and consistent output to work.
3	Membership of RICS, ABE, CABE, CIOB or other professional body.
4	BSR Class 4 registration, with underlying Class 2/3 registration appropriate to the technical functions managed.
5	Evidence of continued professional development.
6	Educated to a degree level in a relevant subject such as Building Control, Building Surveying, construction, structural engineering and / or be able to demonstrate learning at an equivalent level.
7	Significant experience of making decisions.
8	Substantial experience of managing a team supervising the work of others as well as organising own work to maximise efficiency and productivity.
9	Committed to continuously developing and updating professional expertise acting as a positive role model for others.
10	Experience of strategic and operational budget management, monitoring and control.
11	Proven experience of promoting equal opportunities.
Special requirements	
1	The role involves out of hours work including Dangerous Structures call out, Safety at Sports Grounds and Licensing work.
2	Access to car, insured for work under the scope of the position and a valid driver's license is essential.
3	Requirement to adhere to the Council's office / place of work attendance policy which is currently 60% in the workplace (unless otherwise advised).

Technical competence (T) subject areas:

- law
- technology
- building services

Delivery competence (D) subject areas:

- functions and activities
- plans assessment and enforcement
- inspection and enforcement

Management competence (M) subject areas:

- management and core skills
- safety management
- ethics

