

The Royal Borough of Kensington and Chelsea

HEAD OF BUILDING CONTROL

Job Outline

Main Purpose of the Job

To manage and direct all the activities and related responsibilities of the department in accordance with the Council's corporate objectives to ensure the provision of a high-quality, efficient and effective building control service in Kensington and Chelsea.

Key Accountabilities

- To ensure the provision of an effective and efficient building control service satisfying all legal and corporate requirements and endeavouring to meet all local or national performance targets.
- To lead and maintain an effective, professional, motivated workforce capable of achieving at least the standards of service in the Building Control Performance Standards Document and ensure that their selection, training, supervision, discipline and welfare are all in accordance with Council policy and legal requirements. These will include equality, sickness issues, grievances, performance monitoring, staff appraisals and Health and Safety requirements.
- To manage, monitor and review all of the department's budgets to ensure they are adhered to and income targets met. Analyse and investigate trends and respond with appropriate contingency or action plans. Review all charges annually and amend as necessary to ensure compliance with the Building (Local Authority Charges) Regulations and other relevant legislation.
- To keep all working practices, systems, office equipment and software under review and ensure that they are replaced/developed/changed as necessary to ensure the efficiency and effectiveness of the department.
- To ensure that all reports of dangerous structures are dealt with expeditiously and equitably by means of legal procedures or emergency powers as appropriate by maintaining a 24 hour callout system and by monitoring costs.

Staff Directly Managed

5

Budget Responsibility 2011/12

£1,348,380

