

Job Profile – Technical Manager

Job Title: Technical Manager

Job Grade: Level 5 Zone 1

Salary Range: £47,575 - £55,188

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

About the role

The purpose of this role is to lead and co-ordinate a multi-disciplinary technical team comprised of professional and technical officers engaged in all aspects of building control work.

In this role you will be responsible for the organisation, training, supervision and management of this team to provide a cost effective building control service of approved quality to the Council in the discharge of its statutory duties, obligations and powers. You will provide a similar service to other authorities and organisations under Agreement with the Council. You will promote the local authority Building Control Service.

You will participate in the management of the Building Control Service. In addition you will participate in the emergency service in respect of dangerous structures as directed by the Service Manager and Head of Building Control and deputise for the Service Manager or Head of Building Control in his/her absence.

The post holder will be expected to:

- be a member and contribute to the work of the service management for the planning, development and provision of the services provided.
- market the service to internal and external partners.
- assist in setting and monitoring budgets.
- manage and supervise a technical team and to ensure that its training, supervision and performance management complies with all Standing Orders, the Council's policies, Departmental Instructions and statutory requirements.
- ensure that appropriate steps are taken to have irregular building work brought into conformity with the requirements of the London Building Acts, the Building Acts and the Building Regulations, and in consultation with the Service Manager or Head of Building Control to initiate legal action for breaches of the Acts and Regulations.

- ensure that the Building Control administrative team are provided with all technical information required in the recovery of statutory and other fees/charges due to the Council.
 - ensure that the technical team facilitates the response of the Building Control Administrative Team to Land Charge Search enquiries and I-Caseworks as directed by the Head of Service.
 - represent and participate in the dangerous structures emergency service provided by the Council under powers contained in Part VII of the London Building Acts (Amendment) Act 1939 and assist with any legal representations.
 - lead and manage the team effectively, to be responsible for performance management, briefing and supervision of team members, as well as recruitment, selection and staff development.
 - manage the operations of the team to meet objectives, targets and performance requirements.
 - introduce, develop and monitor administrative and technical procedures and documentation in so far as these relate to the work of the technical team.
 - assist the Service Manager and Head of Service to formulate policy, procedures and standards, assist in setting Building Control Charges structure and implement Council policy, standards, codes, etc.
- communicate changes in legislation to the staff and agree with them the appropriate action to be taken to monitor the effect of changes.

About you

- To be a corporate member of an appropriate professional body (RIBA, RICS, CIOB, ABE or CEng).
- To possess a high level of expertise, knowledge and extensive experience in the field of building control and its ancillary matters, both on site and in the office.
- Demonstrate management experience and qualification(s)
- Have the ability to make accurate and considered decisions.
- Have experience of working, unsupervised, to a high standard.
- Demonstrate a flexible and innovative approach to work.
- Demonstrate an ability to communicate effectively.
- Have the ability to supervise, coach, and train staff.
- Have the ability to demonstrate, as well as support and motivate staff in the achievement of performance targets, quality standards and customer care.
- Have the ability to draft routine correspondence and reports.
- Have the ability to prioritise and take responsibility for workloads in order that key service targets and deadlines are met.
- Have the ability to maintain systematic and methodical information records both electronic and manual.
- Have the ability to lead and work as part of a team to deliver performance, quality standards and customer care.

Work Environment:

- The team is based at 5 Pancras Square.
- The role is primarily office based but will be required to attend external meetings.
- The role will involve frequent site inspections of all types of building work in all stages of construction throughout the Borough, including the use of ladders and scaffolding and the descent into excavations.

People Management Responsibilities:

The post holder will be responsible for a multi-disciplinary technical team comprised of professional and technical officers.

Relationships:

The post reports directly to the Service Manager and Head of Building Control. The post holder is required to maintain key contacts and relationships with members of the public, officers of other departments, councillors and MPs, builders and building owners, Architects, engineers, surveyors, and other consultants in the building industry, Government Departments, officers of other Authorities and the Council's dangerous structures contractor.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.