

## **Building Control Manager**

Grade PO, SCP 39 – 45 (£56,267 - £65,026)

Douglas City Council is seeking a Building Control Manager to manage a small local authority Building Control team based in Douglas, capital city of the Isle of Man. The Isle of Man is not covered by the Building Safety Act 2022 so Building Inspectors and Building Control Managers are not required to be registered but you should have the competencies to manage the team, plus specialist consultants when required, on a wide range of projects.

In addition to a detailed knowledge of building safety and the regulations, you should have the ability to foster strong working relationships across various sectors. Your leadership will be instrumental in maintaining and enhancing the Council's reputation while driving innovation and improvements. You will also represent the Council when liaising with the Isle of Man Government on building control related matters.

The successful candidate should have a construction related degree (or equivalent qualification) and a professional qualification in a relevant subject or they should be able to demonstrate equivalent knowledge, skills and experience in a building control function.

If you are looking for an opportunity to make a significant impact within a small forward-thinking and ambitious local authority, we would welcome an application from you.

A detailed job description and person specification can be downloaded by visiting the Council's website ([www.douglas.gov.im](http://www.douglas.gov.im)) or you can contact the Human Resources Section on 01624 696455.

For more information or an informal discussion about this opportunity, please contact Chris Pycroft, Assistant Chief Officer (Regeneration) on (01624) 696305.

The closing date for the receipt of completed applications is **Friday, 18<sup>th</sup> July 2025 at 5.00 pm.**

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**Miss K J Rice, Chief Executive**, City Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

Douglas City Council is committed to recruiting a diverse and highly talented workforce representative of our City and are committed to ensuring the recruitment and selection process is inclusive and accessible to all. We encourage applications from people of all backgrounds and aim to have a workforce that represents the City we serve.

## **DOUGLAS CITY COUNCIL JOB EVALUATION JOB DESCRIPTION**

<b>DEPARTMENT</b>	Environment & Regeneration
<b>SUB-SECTION</b>	Building Control
<b>DESIGNATION</b>	Building Control Manager
<b>REPORTS TO</b>	Assistant Chief Officer (Regeneration)
<b>DURATION</b>	Permanent
<b>GRADE</b>	Principal Officer, Spinal Column Points: 39 – 45
<b>HOURS OF DUTY:</b>	Monday – Friday (37 hours per week)

### **MAIN PURPOSE OF THE JOB**

Lead and manage the Council's Building Control Team to provide a professional, efficient and effective service to customers. Ensuring all construction in Douglas City complies with the Building Regulations. Overall responsibility for the determination of all Building Regulation applications and Building Notices within statutory time limits and the provision of technical expertise, where required.

Ensure management and delivery of Building Control Service complies with appropriate legislation, professional standards and Council's standards, policies and priorities.

### **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES**

1. Lead in the service provision of the Building Control Team and ensure advice is provided to the Council in accordance with statutory and local requirements. Responsible for administrative and technical processes related to management of the building control function (refer to Appendix 1, page 7, for additional information).
2. Responsible for management, development and wellbeing of staff in the service to enable high standards of performance and customer service and ensure that appropriate workforce planning and performance management is in place to enable effective service delivery.
3. Provide ongoing support to Building Control Officers by facilitating access to essential and relevant training opportunities. Encourage and assist them in undertaking appropriate Continuing Professional Development (CPD) to maintain and enhance their professional competence.
4. Manage, supervise, direct and co-ordinate the team ensuring compliance with Council's policies and practices. Ensure team is competent to deliver building control activities and functions, provide support in gaining, monitoring and auditing competencies.
5. Monitor and manage the workload of the team. Ensure staff are motivated, identify and propose training requirements as necessary.

6. Responsible for managing and reviewing allocated budget within delegated authority and the Council's financial regulations ensuring applications are assessed ensuring correct fee is charged and costs are managed in accordance with Standing Orders.
7. Responsible for ensuring applications, amendments, regularisations and/or specialist elements of applications are assigned for checking to a competent Building Control Officer (including the post-holder) or suitable external consultant engaged in accordance with Standing Orders. Ensure all necessary consultations with the Fire Service, Manx Utilities, Environmental Health or similar are undertaken and feedback considered appropriately.
8. Represent the council where appropriate in a professional manner that safeguards the reputation of the council; provides enforcement at an appropriate level; promotes a positive perception of the service and develops a culture of providing excellent customer care to all service users.
9. Oversee approval of all Building Regulation applications and completed projects deemed to meet the necessary standards within statutory or internal timescales.
10. Ensure appropriate inspection regimes are established and agreed and that inspection fees are charged accordingly.
11. Manage disputed compliance as appropriate including informal negotiations, issuing of notices of non-compliance, enforcement, representing the Council at court, adjudication and determination.
12. Maintain an awareness of UK industry issues and be the Council's lead point of contact for liaison with DEFA and other Building Control Authorities regarding changes to the Isle of Man Building Regulations and related legislation and the potential for collaborative working, training and knowledge sharing.
13. Ensure a suitable back-office system is maintained for the smooth, effective, efficient and accurate operation of the service.
14. Identify opportunities to develop and implement improvements and innovations in service delivery to create flexible, responsive and proactive services optimising full potential of the team and resources.
15. Undertake staff development reviews, approve annual leave and monitor sickness absence of the staff reporting to this post in accordance with Council policies.
16. Attend relevant departmental management meetings ensuring implementation of agreed practices and policies arising from such meetings.
17. Prepare reports for Committee and Council meetings and attend as required. Provide effective and accessible advice to elected members, officers and members of the public on technical building control matters, interpreting and advising on legislation and related information.
18. Exercise delegated powers as may be required under a Scheme of Delegation to Officers, including approval and rejection of applications, cancellations of approvals not exercised and notices requiring work to be opened up, removed or altered.

19. Responsible for providing an efficient, accurate and prompt Property Search service.
20. Responsible for Council's Flat Register, ensuring it is kept up to date with Flats and Houses in Multiple Occupation (HMO) in liaison with Environmental Health.
21. Responsible for ensuring health, safety and environmental risks are adequately assessed and controlled in respect of staff. Ensure team members wear appropriate personal protection equipment and site safety requirements are observed at all times.
22. Be one of the Council's points of contact in relation to dangerous structures and;
  - a. in the absence of the Community & Enforcement Manager respond to reports of dangerous structures and be responsible during the initial response stage for investigation, assessment, decision making and liaison with relevant internal and external parties including building owners, emergency services, utility companies, consultants and Government agencies to develop and implement a suitable response to eliminate immediate danger and be responsible for emergency decision making in the interests of the preservation of life and property in liaison with senior management whenever possible; and
  - b. assist Community & Enforcement Manager (or other managers) in relation to other aspects relating to dangerous structures.
23. Prepare the Building Control Business Continuity Plan, Service Plan and be responsible for producing quarterly monitoring reports benchmarked against targeted Key Performance Indicators. Engage with Internal Auditors in relation to the operations of the Building Control Service.
24. Responsible for document management for Building Control and Property Search services maintaining an awareness of legislation and Council policies in relation to document retention, Freedom of Information and Data Protection.
25. Ensure compliance with health and safety, risk assessment requirements and Council policies and procedures.
26. Ensure line manager is kept fully informed of any issues of a significant, important, personnel nature including those that may have sensitive political or corporate implications.
27. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
28. Compliance with the provisions of the Isle of Man Data Protection Act 2018, Freedom of Information Act 2015, Council's Constitution, policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
29. Participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to

implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.

30. Such other duties of a similar level of responsibility as may from time to time be required by the Assistant Chief Officer (Regeneration) or Director of Environment & Regeneration.

## **SELECTION CRITERIA**

### **Essential**

1. A construction related degree or professional qualification in a relevant subject or be able to demonstrate equivalent knowledge, skills and experience in a building control function
2. Management qualification or equivalent relevant experience
3. Extensive knowledge of relevant legislation and regulatory framework for the provision of the Building Control function
4. Comprehensive knowledge of processes and issues surrounding public safety
5. Comprehensive understanding of structure analysis and relevant issues
6. Comprehensive understanding of legal requirements relating to role and its applications in Court
7. Technical ability and skill to interpret and assess plans, drawings, calculations and specifications to ensure compliance with Building Regulations and other relevant legislation
8. IT literate
9. Current valid driving licence

\* relevant professional bodies include: Royal Institute of Chartered Surveyors, Association of Building Engineers, Chartered Institute of Building, Institute of Structural Engineers, etc.

### **Desirable**

1. An ability to demonstrate a commitment to and an understanding of equal opportunities issues in employment, package planning and delivery
  2. Political sensitivity
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### **Building Control Manager – Job Description**

#### **Point 1 – additional information in relation to process:**

31. Responsible for application and validation of applications for building control approval in respect of legislation relevant to building control and management of fees and charges.
32. Responsible for creating, monitoring and auditing of technical policies and standard procedures related to prioritisation of plans assessment and inspection plans.
33. Responsible for considering applications for building control approval, in accordance with the Building Control Act 1991.
34. Responsible for establishing inspection plans, allocating inspections to an appropriate Building Control Officer, monitoring performance records and enforcement as appropriate to secure compliance with legislation relevant to building control, standards guidance and Approved Documents as related specifically to the Isle of Man.
35. Responsible for monitoring inspections carried out and issuing final/completion certificates when work is confirmed as compliant with building regulations.
36. Responsible for creating and applying a complaint and dispute resolution procedure on technical matters and other issues relating to building control processes and procedures.
37. Responsible for ensuring the law applicable to the role of building control and the management of the building control team is applied.
38. Responsible for ensuring Building Control Officers operate in compliance with a code of conduct. Undertake appropriate supervision and mentoring.
39. Support the Building Control Officers, in maintaining their competence by ensuring they have access to necessary, relevant training and that they are supported in undertaking relevant and appropriate CPD.

June 2025