

Leeds City Council

Directorate	City Development
Service Area	Building Control Services
Job Title	Head of Service Building Control
Grade	Dir 52.5%.
Conditions of service	JNC Terms and Conditions
Reports to	Chief Planning Officer
Responsible for	Staff, resources and services within Building Control

Job Purpose The role will lead on the strategic and operational management of Building Control which is a Registered Profession, supporting the Chief Planning Officer, working with partners and supporting Directorate management teams.

Responsibilities

- Assist the Chief Officer in planning, organising, managing and developing the provision of high quality, effective and consistent services, providing strategic leadership and management that adds value and supports the delivery of the Council's strategic objectives.
- Deliver programmes of strategic significance to the Council to deliver services in line with Council priorities.
- Responsible for the development and delivery of the service plan and continuous improvement initiatives through leading and contributing to cross Council projects, collaborative working with partners and supporting Directorate management teams.
- Provide strong leadership and vision, ensuring the Council delivers on all the functions of Building Control.
- Take the lead on complex technical decisions and ensure the delivery of Building Control services are delivered effectively, efficiently and to consistently high standards in order to meet departmental objectives and agreed performance targets, KPI's and OSR's.
- Work with the Building Safety Regulator and DLUHC on in-scope buildings.
- Provide Building Control and related public safety advice and services including safety at sports ground functions, in accordance with appropriate legal and statutory requirements e.g. Building Act and Building Safety Act.
- Provide accurate advice to ensure the Council meets its corporate Health and Safety obligations, particularly regarding regulated or licensed events and premises.
- Work co-operatively with other teams in Planning Services and corporately to effectively respond to cross cutting issues within the Council as defined by the Chief Planning Officer.
- In line with the Budget Management Accountability Framework to be responsible and accountable for financial resources within the service area ensuring value for money and working within financial regulations
- Manage resources and a substantial budget in a cost effective and flexible way that is responsive to a dynamic national, local and political context. You have a thorough understanding of the issues facing the Council within its economic, business, cultural and political environment. Plans are in place to ensure that there is an efficient and sustainable use of resources, employees are effectively employed and budgets are maximised
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate to the grade.

Qualifications Building Control Degree or relevant demonstrable skills and experience in Building Control, Registered Building Inspector to a minimum level 2F and a member of a relevant Professional Body i.e. CABE, RICS, is essential.

Working Context - Post holders will work flexibly both at home and at various locations across the City and region. All colleagues should work in line with our hybrid working principles and spend regular time in the workplace to support service delivery, meeting the needs of the team and the requirements of their individual role. The hours are worked mainly Monday to Friday. However, the post holder will be expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required to meet the needs of the service.

Essential requirements Candidates will only be shortlisted if they can demonstrate that they meet all the essential requirements.

- Significant senior management experience in Building Control.
- Active involvement in preparing, managing and controlling budgets, performance reporting and resource allocation.
- Ability to represent and promote the interests of the department within the Council and to represent the department and the Council with external bodies.
- Experience in the development, presentation and implementation of strategy and policy.
- Ability to manage competing priorities whilst delivering on a broad range of projects and adapting to changing circumstances and priorities, whilst being sensitive to political issues.
- Able to find, analyse, and implement creative and innovative solutions to complex problems in a complex project environment.
- Able to demonstrate examples of managing Building Control services implementing change and achieving quality transformational outcomes.
- Demonstrate knowledge of applicable legislation, regulations, policies, inspections and performance information and relevant strategic functions e.g. health, safety and security, confidentiality and data protection.
- Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues
- Substantial senior leadership and management experience relevant to the area of service delivery
- Experience of working with senior management to shape and influence the delivery of the council's strategic priorities at a City, Directorate and Service level
- Substantial experience in building credible and effective collaborative relationships with internal and external stakeholders including Directors, elected members, Trade Unions, colleagues and partner organisations.
- Evidence of significant experience and commitment in relation to the engagement of relevant citizens, customers and stakeholders in decision making processes.
- Significant experience of developing productive working relationships with Council Members, trade unions and Corporate Leadership Team which commands respect trust and confidence

Behavioural & other Characteristics required.

- Understand and embrace [Leeds City Council Values and Behaviours](#) and code of conduct.
- Committed to continuous improvement in all areas and work towards delivering the [Leeds Ambitions](#) of Health and Wellbeing, Inclusive Growth, Strong Communities and Sustainable City.
- Committed to developing the ability to use digital tools and technology at, or above, the foundation skills level on the government's [Essential digital skills framework](#).
- Be aware of promote and comply with Leeds City Council policies and procedures e.g., health, safety and security, confidentiality, and data protection.
- Be aware of and support difference ensuring equality for all working in an anti-discriminatory manner, upholding, and promoting the behaviours, values and standards of Leeds City Council.

- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, ensuring compliance with relevant policies and procedures.
- Understand and observe Leeds City Council approach to equality, diversity and inclusion.
- Promote and lead a positive Health, Safety, Wellbeing and Fire (HSWF) culture, ensuring statutory compliance and effective risk management through implementation of council policies, and proactive leadership alongside support services.

Date Job description last reviewed: July 2025

Name David Pickles

Designation Building Control Head of Service