Job Title : Building Standards Co-ordinator

Job Specific Tasks :

1. Plan, manage and oversee that Falkirk Council meet their statutory obligations under the Building (Scotland) Act 2003 to secure the health, safety, welfare and convenience of persons in and around buildings and others who may be affected by buildings or matters connected with buildings. To further the conservation of fuel and power and to further the achievement of sustainable development.
2. Co-ordinate issues relating to defective and dangerous buildings, enforcement, illegal building works, statutory notices, building warrants, completion certificates, continuing requirements, powers of entry (includes obtaining any warrants from the Sheriff), evacuation of buildings, charging orders and responding to appeals made to the Sheriff.
3. Prepare appropriate contract documentation and undertake tendering process in accordance with the Council's policies. Examples include arranging for repairs/ demolition works to dangerous buildings and engaging in the services of external consultants such as structural engineers, fire engineers, specialist consultants as required etc.
4. Foster, develop and sustain working relationships with, and provide an advisory service to internal and external stakeholders. Including, but not limited to Licensing, Development Management, Environmental Health, Climate Change, Scottish Fire and Rescue, Police Scotland, Scottish Ambulance Service, SEPA, Scottish Water, Building Standards Division, Scottish Building Standards Hub (SBSH) and Local Authority Building Standards Scotland (LABSS).
5. Co-ordinate response to complaints made against building standards in accordance with Falkirk Council's complaints procedure and provide information as required where complaints are escalated to the Scottish Public Services Ombudsman.
6. Assist Licensing, Environmental Health, Police Scotland and Scottish Fire and Rescue in providing an advisory service as part of the Safety at Sports Grounds process to grant Licenses to sports stadia within the Falkirk Council area.
7. Co-ordinate Section 89 applications for temporary raised structures, which includes major events. Provide expert advice in terms of maximum capacities and means of escape for major events held within the Falkirk Council area.
8. Manage budgets for dealing with emergency building works to safeguard the public and bespoke budgets such as grants received to reinvest in the building standards service. Co-ordinate recovery of expenditure with building owners and where appropriate arrange for charging orders to be made.
9. Co-ordinate the activities of a group of professional and technical staff engaged in the delivery of the statutory building standards function. Ensure an up-to-date knowledge is disseminated and applied within the team.
10. Carry out allocation of work, monitor workload and day-to-day running of the building standards workload providing supervision to all associated staff.
11. Identify and implement general and technical training needs for staff. Including development of training structures/ plans for new staff and staff working towards achieving professional accreditation.

12. Plan, develop and implement changes necessary to IT hardware and software in conjunction with Council policy, Scottish Government and LABSS to deliver a customer focused electronic service.
13. Develop and deliver the operating framework and performance framework in accordance with Scottish Government guidelines.
14. Co-ordinate, prepare and submit statistical information on key performance outcome returns on a quarterly basis to Scottish Government.
15. To carry out daily management of the building standards unit to ensure effective service delivery and carry out other duties and responsibilities as directed by the Senior Planning Manager.
16. Attend and represent the building standards unit at internal meetings/ Committee i.e. Licensing Committee, Resilience and safety advisory group (SAG) meetings etc.
17. Attend and represent the building standards unit at external meetings i.e. Local Authority Consortia Group, Building Standards Division, LABSS, dispute resolution, Court appearance and any public inquires.
18. Responsibility for checking and authorising building warrant approvals, completion certificates and letters of comfort.
19. Responsible for collating and providing feedback on consultations relating to procedural and technical changes to the building regulations to Scottish Government.
20. Ensure staff are equipped with adequate PPE for undertaking all site inspection duties in accordance with health and safety requirements.
21. To lead and co-ordinate on managing major projects within the Council area.
22. To ensure the building standards unit contribute towards the achievement of Falkirk Council's Corporate Plan and Service Plan.
23. Monitor fee income and identify additional income streams.
24. Undertake continuous professional development as required in order to maintain chartered status with relevant professional body e.g. RICS, CABE.

Job Demands:

1. You will be working in a flexible environment (home/office based) including outdoors with occasional travel between locations.
2. You will be required to plan and organise your own workload and that of others.
3. You will be required to contribute to development of service plans, policies and strategies.
4. You will be required to deal with conflicting priorities and deadlines.
5. You will be responsible for managing a budget.
6. You will be responsible for managing a team.
7. You will delegate and allocate work to others.
8. You will be expected to communicate well with colleagues and others.
9. You will have excellent written and verbal communication skills.
10. You will have excellent communication skills and regularly advise, counsel, negotiate and persuade others.
11. You will apply and ensure adherence to statutory regulations.
12. You will contribute to/lead/or manage the design and development of your area of responsibility.
13. You will be responsible for the development and management of information.
14. You will be responsible for moderately expensive equipment.
15. You must be mobile throughout the Council area.
16. You will be required to use your own initiative.
17. You will be required to exercise sound professional judgement in challenging circumstances.
18. You will be required to maintain up to date knowledge of relevant legislation.
19. You will occasionally be required to work out-with normal office hours.
20. You will be required to maintain confidentiality at all times.
21. You will be required to work as part of a team.