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| **Role title** | Planning and Building Control Manager |
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| **Department** | Planning and Building Control |
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| **Unit or function** | England and Wales Hire |
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| **Role reports to** | Business Manager |
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| **Roles managed** | N/A |
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| **Purpose of the role** | |
| The role of the Planning and Building Control Manager is a hands on, commercial and a results driven manager who has a passion for problem solving, delivering excellent customer service and role models our Company values.  Working alongside commercial, projects and service teams within the designated region, the role holder will promote an environment of effective teamwork and communication, managing the Planning and Building Control Business in that area. | |
| **Accountabilities of the role** | |
| * Promote a culture of Health and Safety by taking a management responsibility for ensuring safe working and consideration for health and wellbeing. Personifying Zero Harm. * Manage any Planning and Building Control Applications from conception to completion. * Responsible for critically assessing schemes of varying size and complexity against building regulations to produce compliant applications. * Management of any sub-contractors and suppliers used for the Planning and Building Control Applications. * Profitable control of Planning and Building Control Application pricing structure. * Ensure Business Profit Centre is achieving targeted Financial Budgets. * Ensure all Applications are undertaken from start to finish in a professional manner, ensuring all lead times are met, all aspects of the applications completed to a high standard and in compliance with all legislation, codes of practice and industry guidelines. * Ensure all Application Files and Information Spreadsheets are updated regularly and maintained in a presentable and organised fashion. * Ensure that all laid down Quality systems e.g. ISO 9001 are adhered to. * Assist the Planning and Building Control Business Manager in marketing and growing business model. * Educate commercial teams regarding the Planning and Building Control concept. * Ensure that sound internal customer relationships are developed in the designated area through effective communication to provide excellent levels of customer service resulting in repeat, continued or new opportunities and orders. * Ensure effective use of internal systems (e.g. SAP, CRM) to ensure customer information is kept up to date and systems are aligned. | |

**2.1 Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

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| **Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Structure information to meet the needs and understanding of the intended audience | X |  |
| Gains clear agreement and commitment from others by persuading, convincing and negotiating | X |  |
| Produces a range of solutions to problems | X |  |
| Provide staff with development opportunities and coaching | X |  |
| Monitors performance against deadlines and milestones |  | X |
| Deals with ambiguity, making positive use of opportunities it presents |  | X |
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| **Qualifications** | **Essential** | **Desirable** |
| GCSE Maths and English at Grade 4 or above | X |  |
| Full UK driving licence. | X |  |
| Level 5 CIOB Diploma (LABC) | X |  |
| Degree in relevant field of work (or equivalent combined education and work related experience) |  | X |
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| **Previous Experience** | **Essential** | **Desirable** |
| Demonstratable technical knowledge of Building Regs and other relevant construction standards | X |  |
| Demonstrate ability to work independently and drive in new initiatives | X |  |
| Delivering efficiency improvement and optimisation. | X |  |
| Solid understanding of various software packages  Including MS Excel and PowerPoint | X |  |
| Demonstrable understanding of margin control |  | X |
| Knowledge of SAP system and experience of using a CRM system |  | X |
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| **Organisation Chart** | | |
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