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Recruitment Pack

Head of Joint Inspection

**Closing Date: 10th July 2022**

**Interview Dates: First round interviews WC 11th and 18th July, Panel WC 25th July. Dates subject to minor amendments.**

A city next to a body of water

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| **Cymdeithas Llywodraeth Leol Cymru** | |
| **Welsh Local Government Association** | |
| **Un Rhodfa’r Gamlas**  Heol Dumballs  Caerdydd  CF10 5BF  **Ffôn:** 029 2046 8600 | **One Canal Parade**  Dumballs Road  Cardiff  CF10 5BF  **Tel:** 029 2046 8600 |
|  | |
| **wlga.cymru** | **wlga.wales** |

Welsh Local Government Association - The Voice of Welsh Councils

We are The Welsh Local Government Association (WLGA); a politically led cross party organisation that seeks to give local government a strong voice at a national level. We represent the interests of local government and promote local democracy in Wales.

The 22 councils in Wales are our members and the 3 fire and rescue authorities and 3 national park authorities are associate members.

**We believe that the ideas that change people’s lives, happen locally.**

Communities are at their best when they feel connected to their council through local democracy. By championing, facilitating, and achieving these connections, we can build a vibrant local democracy that allows communities to thrive.

**Our ultimate goal** is to promote, protect, support and develop democratic local government and the interests of councils in Wales.

**We’ll achieve our vision by**

* Promoting the role and prominence of councillors and council leaders
* Ensuring maximum local discretion in legislation or statutory guidance
* Championing and securing long-term and sustainable funding for councils
* Promoting sector-led improvement
* Encouraging a vibrant local democracy, promoting greater diversity
* Supporting councils to effectively manage their workforce

**Head of the Joint Inspection Team**

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**Grade/Salary:** Grade 7 (SCP 50 to 55) £52,506 to £72,234

**Term:** Full Time Fixed Term for 2 years

**Reporting to:** Director of Social Services and Housing

**Based at:**  One Canal Parade, Dumballs Road, Cardiff (this is a pan Wales post so regular travel to Cardiff and across Wales will be expected, there is some flexibility around location, which is subject to negotiation and in accordance with the agile and flexible working policy)

**Politically Restricted**: Yes

**Welsh Language essential:** No. The ability to speak and write fluently is desirable for this role.

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**About the Role**

This is an exciting and challenging opportunity to develop, establish and lead a Joint Inspection Team (JIT) in Wales. The JIT is a key element of the reforms that will significantly contribute to the implementation of Welsh Government’s (WG) ambition to reform the current system of building safety so that people feel safe and secure in their homes, as set out in the [Programme for Government](https://gov.wales/sites/default/files/publications/2022-01/programme-for-government-update-december-2021.pdf) and the [Co-operation agreement](https://gov.wales/sites/default/files/publications/2021-11/cooperation-agreement-2021.pdf).

The role is high profile and forms part of the approach to improving the safety of multi-occupied residential buildings in Wales.

In early 2021, the Welsh Government’s consultation – *Safer Buildings in Wales,* highlighted proposals for a comprehensive reform of legislation that would contribute to building safety in Wales. It focused on legislative change across the lifecycle of buildings as well as setting out aspirations for culture change in the way buildings are designed, constructed and managed. The Welsh Government concluded that a JIT be established in Wales.

We are seeking an exceptional candidate to lead the development and implementation of the JIT, including the establishment of a company to host the JIT. You will also lead on the recruitment and management of a highly skilled, multi-disciplinary team to work in collaboration with the Welsh Fire and Rescue Authorities (FRAs) and Local Authorities (LAs) to improve the safety of multi-occupied buildings in Wales. Collaboration and partnership working are key; engaging with key stakeholders; sharing knowledge and lessons learnt and help shape future policy development are fundamental.

This is a two-year fixed term appointment to complete in 2024 and is available on a Full-Time basis.

This is a national role and frequent travel across Wales will be required to engage and collaborate with Welsh LAs as well as FRAs; lead pre inspection preparation; establish an effective gathering and analysis methodology of complex data across the JIT; and ensure the overall success of the service and the team.

**Job Description**

The successful candidate will have a key strategic role, making a demonstrable difference to building safety in multi-occupied residential buildings. Comfortable working at pace and in challenging circumstances, you will develop appropriate detail around the role and scope of the JIT, including policies and procedures and the operating model. Importantly, developing a risk-based inspection methodology as well as, recruiting and establishing a new team to support and enable the work of the JIT will be key aspects of the role, as well as working with WLGA officials to establish a new company to host the JIT.

Once established, you will be responsible for leading the team of highly skilled, principal advisers to work alongside LAs and FRAs to support them to inspect the most complex, multi-occupied residential buildings in Wales. Establishing these networks and contacts across a range of services, relevant partners and/or external stakeholders at pace will be fundamental aspect of the role, and key to the overall success of the team

Your team will advise on routes for pursuing improvement and enforcement of identified buildings. Your team will be advisory with no direct enforcement powers, so your ability to navigate a complex arena, work in harmony with current enforcement bodies and successfully negotiate and engage with building owners will be crucial.

Due to the nature of the work, you will need to be comfortable leading a team remotely; overseeing onsite inspections; collaborating and working in partnership committed to operating with a continuous improvement methodology and mind-set; reviewing progress with partners and adapting as required. The post holder may be required to stay overnight at various locations in Wales during the course of the working week.

**Duties and Responsibilities:**

* Working with WLGA, Welsh Government, Local Partnerships and identified stakeholders to develop the arrangements needed to develop and establish the JIT and liaise with WLGA officers on the creation of a company to host the JIT.
* Lead the recruitment of the principal advisers (building control; environmental health; fire and rescue) and support staff (communications manager and information officer) for the JIT and be responsible for human resources.
* Take overall responsibility for the financial management and reporting of the JIT, including leading on budget preparation and forecasting.
* Lead the principal adviser team including supervision, appraisal, quality assurance, training and development.
* Collaborate, develop and consult on a two-year inspection programme of high-risk residential buildings referred by the LAs and FRAs, engaging with key stakeholders to build positive relationships, enabling appropriate implementation and outcomes.
* Lead the team to design and deliver a risk-based methodology to identify the buildings in scope.
* Lead negotiations with building owners to access buildings to be inspected.
* Strategic oversight of options for inspections including drawing on the expertise of the principal advisers; enforcement bodies and accessing advice from legal advisers and fire engineer (as required).
* Ensure the health and safety of the JIT and partners, including completing a risk assessment for all blocks prior to inspections.
* Produce well written reports within tight deadlines outlining comprehensive advice on inspection finds and options for improvement and enforcement.
* Maintain records of all inspections, assessments, meetings and advice given.
* Facilitate post inspection meetings with LAs and FRAs to agree next steps following inspections.
* Keep up to date with policy and regulation developments to effectively engage with enforcement bodies and to ensure best outcomes for residents.
* Engage regularly with policy colleagues in Welsh Government to inform policy development.
* Coordinate responses to correspondence, complaints and Freedom of Information Act requests in accordance with good practice.
* Engage effectively with relevant stakeholders (including at board level), as required to communicate the vision for the team; sharing best practice and lessons learnt.
* To undertake any other duties commensurate with the post as and when necessary.

**Person Specification**

**Essential**

Knowledge and Experience

* Hons. Degree or equivalent specialising in either Building Control, Fire Safety or Environmental Health, with relevant extensive experience of working within the industry/sector.
* Corporate member of either the Associate of Building Engineers or the Royal Institute of Chartered Surveyors.
* Significant experience of working in a senior leadership role focusing on multi occupied residential building inspection.
* Detailed knowledge of current and proposed legislation, relevant to residential Building Control; Housing Health and Safety Rating System (HHSRS) and fire safety.
* Knowledge of all aspects of Building Control and allied functions.
* Substantial experience of legislation such as HHSRS, and the Housing Act 2004.
* Experience of strong leadership and communication through a wide range of stakeholders, often with conflicting views and opinions.
* Experience of leading a multi-disciplinary team of highly experience technical experts with the ability to resolve disputes effectively, leading highly charged conversations and delivering required outcomes.
* Experience of the ability to work by building consensus amongst diverse interest groups and stakeholders.

Skills and Aptitudes

* Evidence of having an appreciation, or the ability to gain it rapidly, of the current issues facing building safety, specifically to multi occupied residential buildings.
* Track record of handling high-profile partners and building effective networks with diverse groups.
* Capability to problem solve and to fix issues as and when they arise.
* Capable of providing expert advice and high-quality work.
* Able to demonstrate independence, objectivity and the ability to assimilate and analyse complex data and evidence.
* Ability to drive delivery.
* Outstanding communication skills, both in writing and in person, capable of writing concisely and compellingly; able to synthesise sophisticated issues and data in an easy to understand manner and focus on the most relevant information.
* Confident providing input to strategy and resolving issues effectively.
* Excellent influencing and negotiating skills at senior stakeholder level, being successful in developing and nurturing strategic relationships.
* Collaborative approach to team working, demonstrating the ability to build and lead successful, motivated and diverse teams.
* Resilient when dealing with changing priorities, remaining calm in stressful situations.
* Excellent interpersonal skills, demonstrating active listening and confident mentoring abilities.

Other

* Ability to speak Welsh, or willingness to learn.
* Prepared to work evening and weekends as necessary.
* Prepared to undertake extensive travel across Wales, and UK as required.

# Benefits: Working at the WLGA

The WLGA is an exciting place to work.

The WLGA is moving into new, modern, open plan offices at One Canal Parade, Cardiff in December 2021. One Canal Parade is part of an exciting new urban development, which includes a variety of local amenities and is within a brief walk from Cardiff Central Station and the City Centre.

The WLGA has recently introduced cutting edge agile working arrangements which provide a lot of flexibility in terms of when and where work is carried out; the new office at One Canal Parade is fully equipped in terms of layout, furniture and ICT infrastructure to support all types of individual and collective work styles.

At present, though, and most probably into early 2022, working from home will be the predominant work style, taking into account the Welsh Government’s covid 19-related message to work at home wherever possible.

We offer staff a friendly and supportive working environment, along with a range of employment-related benefits -

* **Incremental pay rises and contributory local government pension scheme**
* **26 days annual leave, rising to 29 after 3 years then rising to 32 after 5 years of service, plus 8 days bank holiday**
* **Agile working policy which encompasses Flexitime, flexible working including options to work from home.**
* **Cycle to work scheme, travel loan facilities and free staff car park**
* **A range of supportive policies, including career breaks, job share, leave purchase scheme and other leave arrangements.**
* **Generous maternity, adoption, paternity and shared parental leave**
* **Centrally located office in the heart of one of the UK’s most vibrant cities**

**Terms of Employment**

Association employees are employed on the conditions of service of the National Joint Council for Local Government Services, amended by local agreements. The principal provisions are outlined below:

**Salary:**

Salary is payable calendar monthly by bank credit on or about the 15th of each month.

**Hours of Work:**

The standard working week is 36 hours, but the WLGA’s new agile working arrangements provide extensive opportunities for flexible working and the ability to balance work commitments alongside non-working time and annual leave. The Association aims to make sure that the benefits arising from agile working support the delivery of high quality services whilst at the same time ensuring that everyone within our workforce feels well supported. Within this agile working framework, each individual has a responsibility to co-operate with colleagues to put into practice individual, team and organisational working arrangements which all focus on delivering the WLGA’s priorities.

**Travel and Subsistence:**

The post holder may be required to work on occasion anywhere within Wales or the rest of the UK. Travelling, accommodation and associated expenses will be payable when staff work away from their fixed centre.

**Annual Leave:**

The annual leave entitlement for a full year (the leave year runs from 1 April to 31 March in the following year) will initially be 26 days, in addition to statutory holidays. Existing local government employers may attract additional leave based on continuous local government service.

**Pension:**

The successful candidate will automatically be admitted to the Local Government Pension Scheme. This is a contributory scheme which has defined benefits for employees. <https://mpfmembers.org.uk/content/members-currently-contributing-lgps>

**Period of Notice:**

The period of notice which staff are required to give is one calendar month, commencing on any day in the month. Staff will also be entitled to receive one calendar months’ notice, or the current statutory notice period, whichever is greater.

**Terms of Secondment (if applicable)**

The successful candidate will remain an employee of their current employer which, will continue to pay their salary and the Association will reimburse the salary to the employer. In addition, their terms and conditions of employment will remain unchanged. The Association will reimburse business travel and expenses incurred on secondment. Interested applicants will need to be aware of their organisation’s secondment policy and obtain prior approval of their employer.

**WLGA Politically Restricted Posts:**

The WLGA will not appoint as an employee or worker in any capacity, any Councillor who is currently a Member (including co-opted member) of a local Authority or any other member body of the WLGA e.g. National Park Authority or who had been a Member in the previous 12 months (s.116 Local Government Act (LGA) 1972).

The following posts are considered to be politically restricted (in line with those local authority roles as specified in Section 2(1) of the 1989 Act[[1]](#footnote-2):

* All members of Senior Management Team
* All officers paid above Spinal Point 30
* Other officers giving advice to local authorities on a regular basis
* Any officers with a role which involves speaking on behalf of the WLGA to the media.

The Association is an Equal Opportunities Employer.

**Apply Now!**

For an initial discussion about the role and the organisation, please contact our partners at Hays Executive

Simon Winspear 07525 466 357 & simon.winspear@hays.com

Mark Bearn 07872 672 290 & mark.bearn@hays.com

Marcia Williams 07515 482 954 & marcia.williams@hays.com

To apply, please send a cv and a covering letter by the closing date of Sunday 10th July 2022 at 23.55 to:

Add the approapriate note here - apply for this role @hays.com

Shortlisted applicants will be invited to interview via Microsoft Teams on WC 11th or 18th July:

Shortlisted applicants may be requested to undertake a task before attending final interview, as well as a pre-interview task on the day, followed by an session with a selection panel.

The successful candidate will be required to provide evidence of identity and eligibility to work in the UK.

1. Part I of the Local Government and Housing Act 1989 and Local Government (Politically Restricted Posts) (Wales) Regulations 2008 [↑](#footnote-ref-2)