# VACANCY DETAILS FOR ADVERTISEMENT /

# MANYLION SWYDD AR GYFER HYSBYSEBU

Please complete the below information for the vacancy. If the vacancy needs to be advertised in both Welsh and English, please complete a separate form for each language.

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| Job Title / Teitl y Swydd: | Building Standards Technical Manager |
| Pay Band / Band Cyflog: | EB1 |
| Group / Grŵp: | CCRA |
| Division / Is-adran: | Planning |
| Branch / Cangen: | Building Regulations |
| Location / Lleoliad: Please consider if this post could be undertaken Pan Wales or on a split location basis. | This role is Pan Wales however occasional travel to the Cardiff and Merthyr Tydfil offices required. Colleagues are expected to work from a blend of locations, including working at home, as required. The agreed office location will be the designated place of work and any remote or home working arrangement does not constitute a change to your designated place of work or contractual terms and conditions. |
| Duration of post if temporary /Hyd y swydd os yn dros dro: | Permanent |
| Pattern of Working /  Patrwm gwaith: | This is a full time post (applications will be  considered from staff who wish to work part-time or  on a job share basis) |
| **Closing Date / Dyddiad cau:** | TBC |
| **Contact name and details /**  **Enw a manylion cyswllt:** | Francois Samuel  07866 703859 |
| **Reserve List** | A reserve list will be held for 12 months in the event that any future vacancies arise. |

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| Purpose of Post / Pwrpas y swydd: |
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| Key Tasks / Prif dasgau: |
| To assist Ministers in discharging functions under the Building Act 1984, Building Safety Act 2022 and related secondary legislation. Responsible for the development of policy on specific technical subjects within the overall management and development of technical aspects of Building Regulations, building regulations policy and related construction legislation. To provide advice to Ministers and officials on technical aspects of construction within area of expertise. To project manage a number of work-streams within areas of policy responsibility.  In conjunction with 2 no MB1 Technical officers to have policy responsibility for specific technical aspects of construction legislation (UK and WG). Liaison and briefing of legal advisors and other departments, development and management of specific legislation programmes in conjunction with Welsh Government lawyers and Senedd Cymru legal advisers   * Lead policy responsibility for the management and development of specific technical areas of the building regulations together with related advice and support to the Building Regulations Advisory Committee for Wales and liaison with UK Govt and Devolved Administrations Health and Safety Executive (HSE) and Building Research Establishment (BRE) over common areas of interest * To support the MB1 Building Regulations Legislation Manager to maintain and develop technical and operational aspects of the Building Control system dealing with approval/inspection, third party certification regimes and enforcement. * Responsibility for content of technical guidance and technical aspects of the WG website (Building Regulations and related sustainability aspects) * Responsibility for liaison with standards authorities (BSI) over specified topics. Representation of WG within standards review/development groups and activities. * Lead responsibility for technical content of policy reviews, commissioning research, drafting specialist tender documentation, tender analysis and appointments. Technical and management oversight of working groups, consultation process through to management of changes to primary and secondary legislation * To provide policy advice, briefing, speeches and draft correspondence for senior officials and Ministers as appropriate. * Supporting ministers at Senedd/external events. |
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| **Welsh Language Requirements / Gofynion Iaith Gymraeg:** |
| Welsh language skills are desirable (but not essential). |

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| **Application and Assessment Process -** |
| There are 3 stages to the application and assessment process:  **Stage 1 – Submit CV & Personal Statement**  Please upload your CV and Personal statement (no more than 2 pages). We are particularly looking for you to demonstrate how you meet each of the **Job Specific Criteria.** You can find these in the **Job Specific Criteria** section of the advert.   * Please note that we will be assessing your CV and personal statement against the job specific criteria listed below . Ensure that your personal statement identifies how you meet the Job Specific Criteria. (approx. 300 words for each criterion).   **Stage 2 – Sift of CV**  After the closing date, all applicant’s CVs and personal statements will be assessed.  Candidates who successfully demonstrate that they meet the minimum **Job Specific Criteria.**    Interviews date is TBC**.**  **Stage 3 – Interview**  Your interview will be based on the Success Profiles and **Job Specific Criteria** outlined in the sections of this advert.  At Interview stage you will be asked questions which will allow you to provide evidence (including specific examples) of how you meet each of the **Job Specific Criteria** and Skills Profiles required for this role, listed below. |

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| Job Specific Criteria – Please choose 3 criteria / Meini Prawf Penodol i’r Swydd |
| The following job specific criteria will be assessed at sift and interview stage.  In your CV and personal statement, please provide evidence (including specific examples) to show how you meet each of the Job Specific Criteria for this role.   1. Full membership of a relevant construction professional institution e.g. RIBA/ARB, RICS (Building Control), CABE, CIOB 2. Good drafting skills (formal reports, correspondence and briefing to management); 3. Experience of management of professional technical staff in one of four disciplines – architecture, building engineering, fire engineering and surveying; |

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| **Success Profiles/Civil Service Behaviours/ Cymwyseddau** |
| The following Success Profiles will be assessed at the interview stage.  1. Developing Self and Others - Encourage discussions within and between teams to learn from each other’s experiences and change organisational plans and processes accordingly.  2. Managing a Quality Service - Make clear, practical and manageable plans for service deliver  3. Communicating and Influencing - Consider the impact of the language used. Remain open-minded and impartial in discussions, whilst respecting the diverse interests and opinions of others. |

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| Disability Confident |
| The Welsh Government has adopted the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions, who are neurodivergent or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best.  We guarantee to interview any disabled person who meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence, at each stage of the assessment process before interview, which demonstrates you generally meet the job description requirements. We are committed to the employment and career development of disabled people.  If you have an impairment or health condition, if you are neurodivergent or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, or wish to discuss how we will put in place any adjustments if you were to be successful, please email [**sharedservicehelpdesk@gov.wales**](mailto:sharedservicehelpdesk@gov.wales) as soon as possible and a member of the team will contact you to discuss requirements and any questions you may have. |

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| Development Opportunities / Cyfleoedd datblygu: |
| Your role will form part of Welsh Government’s Digital, Data and Technology profession. You will have the opportunity to work with multiple projects and programmes across all areas of Welsh Government. You will work with staff at all levels including senior staff, Ministers and our Digital Apprentice cohort. You will help build and improve links and collaboration within the cross-government Digital, Data and Technology community. |

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| Equality and Diversity |
| The Welsh Government is committed to providing services which embrace diversity and which promote equality of opportunity. This is underpinned by the Equality Act 2010 and will be adhered to at each stage of the recruitment process. Our goal is to ensure that these commitments are also embedded in our day-to-day working practices with all our customers, colleagues and partners.  We are committed to being an anti-racist organisation and increasing diversity in the Welsh Government by removing barriers and supporting all our staff to reach their potential. We are committed to recruiting Black, Asian and Minority Ethnic people and disabled people who are currently under-represented in Welsh Government.  We welcome applications from everyone regardless of age, marriage and civil partnership (both same sex and opposite sex), impairment or health condition, sex, sexual orientation, pregnancy and maternity, race, religion or belief, gender identity or gender expression.  We are a Stonewall Diversity Champion and a Disability Confident Level 3 (Leader) organisation. Key to supporting this work and providing peer support are five Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); Mind Matters (Mental health and well-being); PRISM (Lesbian, Gay, Bisexual, Transgender, Intersex +) and Women Together. |

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| A Great Place to Work for Veterans |
| This vacancy is part of the [Great Place to Work for Veterans](https://gov.wales/making-civil-service-great-place-work-veterans) i  initiative. |

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| Benefits of Working in Welsh Government |
| Where can I work?  For a lot of roles, we are operating a hybrid approach to working - known as 'Smart Working'; this includes a blend of home and office-based working.  You may have the opportunity to work from home depending on the business needs and commitments for your team.  Your working arrangements will be discussed and agreed with your line manager when you join.  We will consider requests to work in specific locations based on personal circumstances like caring responsibilities or an impairment or health condition. Tell us your preferred locations in your CV in the ‘Location preferences’ box.  By applying for this role, you will be willing to work in one of the following locations as your base office:   * Cardiff, Bedwas, Merthyr Tydfil, Swansea, Aberystwyth, Llandudno, Carmarthen   What are the benefits?  Working for the Welsh Government has many great benefits, including:   * The salary range for this grade is £53,440 - £63,900 * Individuals on Welsh Government terms and conditions will get 31 days holidays as well as 10 public and privilege days. * We offer flexible working arrangements to help you get the right work/life balance. * You will also be eligible for membership of the [**Civil Service Pension Scheme**](http://www.civilservicepensionscheme.org.uk/members/prospective-members-faq/)   Other benefits   * Flexible Working – We support staff in managing their work-life balance through working from home (subject to business need and if appropriate for the role) * Working Patterns – Different options are available: Full Time, Part Time, Job-Share, Condensed Hours, Term-time etc. (subject to business need and if appropriate for the role) * Green Car Scheme – Which allow you to lease a brand new ultra-low carbon emission car and pay for it through salary sacrifice * Supportive Finance – Advance of salary loans for a range of situations including: season travel tickets, eye-care, IT equipment, Cycle2Work and more * Parental Leave – 26 weeks maternity/adoption leave on full pay and 15 days paternity leave * Wellbeing Time – Dedicated wellbeing hour each week for use in office hours. Whether this is a walk in the local park, yoga, meditation or gym, this is time for you * Pay – Competitive increments throughout the pay bands * Training and Progression - Access to training and development tailored to your role * Inclusion and Diversity – We encourage a rich and diverse workplace, where everyone feels able to be themselves, and no one feels discriminated against * Staff Engagement – We have a wide range of very active and welcoming networks including: Autism, Carers, Women Together, PRISM (our LGBTQ+ network) and many more * Safety and Occupational Health – Dedicated teams to provide staff with help and support needed most * Mental Health – Employee Assistance Programme and a dedicated helpline to support staff to manage their mental health * Up to date IT Equipment – Laptops with Office 365 will give you greater flexibility in when, how and where you work * 3 Unions – There are 3 unions currently active in our organisation |

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| Professions Please note below if the vacancy is aligned to any Profession. For some Professions, the job description will need to be approved by the Head of Profession. Please check this [Head of Professions list (link)](https://documents.hf.wales.gov.uk/id:A13423273/document/versions/published) to see if you need approval for this job description before going ahead to the advertising stage. You will be asked to confirm that you have the relevant Head of Profession approval when entering your vacancy on Appoint.  For further information please check the [Professions area (link)](http://intranet/English/People/LearningCareerDevelopment/Professions/Pages/Welcome.aspx) on the Intranet. | |
|  | Required? Type Yes next to any that apply |
| No Specific Profession Required |  |
| Communications |  |
| Digital, Data & Technology (DDaT) |  |
| Economics |  |
| Engineering |  |
| Facilities Management |  |
| Finance |  |
| Health |  |
| Human Resources |  |
| Inspectors |  |
| Internal Audit |  |
| Knowledge Information Management |  |
| Legal services |  |
| Marketing |  |
| Operational delivery |  |
| Operational Research |  |
| PA/EA/SEA |  |
| Planning |  |
| Policy |  |
| Procurement and contract management |  |
| Programme and project management |  |
| Science |  |
| Social research |  |
| Statistics |  |
| Surveyors |  |
| Translation |  |
| Veterinary medicine |  |
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