# 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.

|  |  |
| --- | --- |
| Job Title / Teitl y Swydd: | Head of Building Regulations policy |
| Pay Band / Band Cyflog: | EB2 |
| 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. | Pan WalesHowever occasional travel to the Merthyr Tydfil office will be required as a number of the team are based there. |
| Duration of post if temporary /Hyd y swydd os yn dros dro: | Permanent |
| Pattern of Working /  Patrwm gwaith:  If this is a full time post applications will be considered from staff who wish to work part-time or on a job share basis (A business case should be attached in Appoint if full time only is required) | Full time - Llawn amser / Part time – Rhan amser  (delete as appropriate)  If this is a part-time post please confirm working pattern: |
| **Closing Date / Dyddiad cau:** | Francois Samuel |
| **Contact name and details /**  **Enw a manylion cyswllt:** | 07866 703859 |

|  |
| --- |
| Purpose of Post / Pwrpas y swydd: |
| The post is responsible for a team of specialist, policy and administrative staff dealing with building control policy underpinned by the Building Act 1984, related secondary legislation notably the Building Regulations 2010 and statutory guidance (Approved Documents). Since the transfer of function to Welsh Ministers in 2012 significant policy changes have included to Part L (Conservation of Fuel and Power) and Part B (Fire safety) residential fire suppression (sprinklers). Following the Grenfell tragedy and subsequent 2018 Hackitt ‘Building a Safer Future report’ review of building safety Welsh Ministers have embarked on a fundamental programme of change intended to deliver a building control system that provides confidence in the way higher risk buildings are designed, constructed and occupied. Elements of the Building Safety Bill currently before Parliament are intended to deliver that improved system. The Wellbeing of Future Generations (Wales) Act 2015 embeds sustainability across all areas of Welsh Government business. Building Regulations has a major role to play in helping to deliver Welsh Government sustainable development and climate change objectives. |
| Key Tasks / Prif dasgau: |
| The post-holder will responsible for:   |  | | --- | | * The development and management of a programme of activities for taking forward the objectives of the Building Safety White Paper and Building Safety bill in Wales including drafting secondary legislation, liaison with the HSE as the regulator in England and support activities around developing industry and building control competence and operational standards for building control. |  * Management of an annual budget to fund research, expert specialist advice and engagement and publication activities to inform periodic review of Parts A – R of the Building Regulations 2010. * Management of reviews of building regulations including procuring and commissioning external specialists, establishing industry working groups, public consultation, analysis and response. * Management of the Building Regulations Advisory Committee for Wales including recruitment and performance appraisal. * Working with other departments within the Welsh Government and representing Welsh Government interests in a range of intergovernmental activities working with UK Government and the other devolved administrations. * Oversight of the Welsh Government Sustainable Building funding policy (BREEAM) * Representing Welsh Government interests in engagement with the construction industry and its institutions * Developing an annual programme of work and the management of resources to reflect ministerial priorities * Instructing and liaising with Legal Services within Welsh Government over the provision of legal advice and support * Providing effective contributions to all aspects of Government Business (including Senedd Questions, Ministerial Correspondence, Submissions etc.) and responding to media interest and providing comprehensive and well informed advice; * Developing and maintaining productive relationships with all internal/external stakeholders in support of the above objectives, including Ministers and Special Advisers. |

|  |
| --- |
| Welsh Language Requirements / Gofynion Iaith Gymraeg: |
| Not necessary for this role |

|  |
| --- |
| Development Opportunities / Cyfleoedd datblygu: |
| * To be involved in the most important development of fire and building safety standards since the 1984 Building Act. * To develop an understanding of a devolved policy area with close links to the construction industry in Wales and the rest of the UK. * To develop working relationships with the other UK Administrations as well as external stakeholders.   To develop policy and legislation skills through direct contact with the development of new legislation. |

|  |
| --- |
| **Across the full process, the following areas will be tested,** |
| **Success Profiles Behaviours** |
| **Seeing the Bigger Picture** - Ensure plans and activities in your area of work reflect wider strategic priorities and communicate effectively with senior leaders to influence future strategies .  **Managing a Quality Service** Establish how the business area compares to industry best practice  **Making Effective Decisions -** . Analyse and accurately interpret data from various sources to support decisions.  **Leadership -** Stand by, promote or defend own and team’s actions and decisions where needed |
| **Job Specific Criteria** |
| 1. Evidence of strong drafting skills, including formal reports, correspondence and briefing to senior managers  2. Evidence of significant, direct, post graduate  experience of  working within the construction industry in both technical and leadership roles, with a focus on building control bodies and building regulations on new and existing buildings  3. Demonstration of strong interpersonal skills and evidence of engaging and influencing a range of stakeholders, with the ability to understand and communicate complex legal and technical  issues via both oral and written means. |
| Application Process  The application process will consist of 2 stages.  Stage 1  Candidates must complete the online application form and upload the following documents:   1. A copy of your CV. This should be a maximum of 3 pages of A4 (anything above that will be discounted) and should be tailored to address the following:    * Details of your Chartered Engineer, Chartered Building Control Surveyor status or Registered Architect status OR Details of equivalent, alternative accepted experience,   Job specific 2- Evidence of significant, direct, post graduate experience of  working within the construction industry in both technical and leadership roles, with a focus on building control bodies and building regulations on new and existing buildings.  Job specific 3- Demonstration of strong interpersonal skills and evidence of engaging and influencing a range of stakeholders, with the ability to understand and communicate complex legal and technical issues via both oral and written means.  b) Evidence of your Chartered or Registered Status (where held) such as a copy of your certificate or award  Stage 2  Candidates that have been assessed at meeting the minimum criteria at stage 1 will be invited to stage 2. This will consist of two parts, an in-tray style exercise (details of which will be provided to candidates at that point) and an interview. Both the in tray exercise and interview will consist of questions based on both the Success Profile behaviours and the job specifics listed above. |

|  |
| --- |
| **Role Specific Questions** – to sift out ineligible candidates / **Cwestiynau penodol i’r swydd** |
| Are you either a Chartered Engineer, Chartered Building Surveyor or a Registered Architect? OR Do you hold the equivalent, alternative accepted experience of INSERT. Please note you will be asked to provide evidence of this later on in your application. |

|  |
| --- |
| 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. |

|  |
| --- |
| 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. |

|  |
| --- |
| 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. |

|  |
| --- |
| 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 £67,100 - £76,990 * 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 |

|  |  |
| --- | --- |
| 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 | Yes |
| Communications |  |
| Economics |  |
| Engineering | Yes - Registered Architect, Chartered Engineer, Chartered Building Control Surveyor or equivalent |
| Facilities Management |  |
| Finance |  |
| Health |  |
| Human Resources |  |
| Information Technology |  |
| 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 |  |