



Position Description

Position Title: Building Operations Team Leader

Tenure/Hours: Permanent Full Time
8 hours per day, Monday to Friday
On call for emergency operations

Position Summary: This role provides expert guidance on all non-technical aspects of Building Control and Services, ensuring that building work administration aligns with the Building Act. It plays a key role in ensuring the safety and health of all buildings within the district. Additionally, the role involves leading and developing a team of professionals while maintaining the Accreditation of Building Consent Authorities.



COUNCIL MISSION

In partnership with tangata whenua and our communities, we will innovate and collaborate to enable a range of opportunities for the Tararua District.

Mā te mahi tahi mātou o kaunihera ki ngā tangata whenua, ka auaha aheinga mō tātou katoa o te rohe o Tamaki-nui-a-Rua



DISTRICT VISION

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

Mā te whenua, mā te waiora tatou e ora ai hei hapori ngangahau hei hapori honohono hoki.

What you will do

- Provide mentoring, development opportunities and leadership to the Building Services team, promoting a positive work culture and a high performing team.
- Support the appointed Quality Manager to ensure the BCA's Quality Management System is robust and fit for purpose and Council's accreditation is maintained.
- Monitor staff performance to create a high-performing team
- Provide education, advice, and guidance to customers on building control administrative processes and applications.
- Ensure the on-going evaluation and review of work practices and processes within all areas of responsibility to assess that they are effective and efficient and implement improvements where appropriate
- Remain up to date with various laws / case law and policies to administer them as required. This includes but is not limited to the Building Act 2004.
- Coordinating Building Services system upgrades and analyse processes for efficiency.
- Ensure processing of LGOIMA, LIMs, and building packet requests are carried out in a timely and accurate manner.
- Identify possible problems, threats, issues, and opportunities and provide appropriate advice to the Regulatory Services Manager for resolution.
- Provide operational information to support monthly, quarterly, and annual reports of service performance.
- Achieve service delivery standards and statutory timeframes.
- Provide responses to customer complaints to support organisational and legislative requirements and ensure these are recorded appropriately.
- Overseeing building consent processing and conducting inspections to ensure compliance with regulations and standards.

- Monitoring and liaising with contractors ensuring quality processes and procedures are followed.
- Assist with the development of the Council's annual and long-term plans and fee reviews.
- Internal relationships are effectively managed and maintained where staff seek and / or receive advice and guidance in a timely manner with successful outcomes

What you will bring

Required

This role requires the following knowledge, experience, qualifications, skills, and personal attributes.

- An understanding of the Resource Management Act and District Plans.
- Extensive knowledge of the Building Act
- Comprehension of the Building (Accreditation of Building Consent Authorities) Regulations
- Strong organisational, administrative, and time management skills.
- Excellent communication and interpersonal skills with a commitment to customer service.
- Computer literacy.
- Full driver's licence.

Desired

In addition to the required fields, there is also a number of competencies where an expert level of knowledge/experience is desired.

- Advanced Trade Certificate
- Previous people management experience.
- Local government experience
- Competencies for building consent processing and inspections.

Our Values

PONO

Integrity through transparency, trust and accountability

Integrity through standing up for what's right

Integrity through respect for our communities, environment and cultures



WHANAUNGATANGA

One team who unites behind a shared vision

One team who is respectful and considerate to all

One team who encourages each other to succeed and excel



WHANAKE

We will continue to evolve, adapting to our ever-changing environment

We will continue to evolve, steering our waka in the right direction

We will continue to evolve, leading our communities into a better future



What we all do

- Adhere to Council policies and procedures
- Demonstrate a proactive commitment to a safe working environment to meet the requirements as set under the Health and Safety in Work Act 2015.
- Uphold the principles of Te Tiriti o Waitangi, commit to our partnerships with mana whenua and increase our knowledge of te ao Māori, te reo Māori and tikanga Māori
- Act as an ambassador for our Council, living the council values
- Attend training as required to maintain the necessary skills to fulfil the requirements of the position
- Undertake Performance Development tasks/responsibilities as identified in your Performance Development Plan.
- Participate in and undertake emergency management duties as required, including training
- Ensure all Council documents are filed in Council's Records Management System
- Participate and contribute to continuous improvement initiatives

Your reporting line

Group Manager Corporate and Regulatory Services



Regulatory Services Manager



Building Operations Team Leader

Additional Information

Delegations

Number of people reporting to the role	5
Financial delegation	\$20,000
Contract delegation	None
Statutory delegation	As per the statutory delegations register

Role Acceptance

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of the position. This Position Description will be reviewed as part of the preparation for performance planning and professional development for the annual cycle. A review in job size and possible impact on remuneration structure of the position will only be considered where the change of position is significant (guideline: significant would typically involve a 25% change in the complexity or accountability of the role.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: