



Position Description

Position Title: Senior Building Officer

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

Position Summary: This role carries out duties as required by the 'Building Act 2004', the 'Building (Accreditation of Building Consent Authorities) Regulations 2006' and applicable policies, standards, procedures, and guidelines. It ensures building work throughout the district is carried out in a safe and satisfactory manner, complies with the Building Act and all buildings within the district are safe and healthy to use.



DISTRICT VISION

Mā te whenua, mā te waioara tātou e ora ai hei hapori
ngangahau hei hapori honohono hoki.

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

What you will do

- Carry out duties as required by the 'Building Act 2004', the 'Building (Accreditation of Building Consent Authorities) Regulations 2006', and applicable policies, standards, procedures, and guidelines.
- Provide education, advice, and guidance to customers on building control processes and applications.
- Pre-inspection research as necessary.
- On-site plan vetting and interpretation.
- Inspect building, plumbing and drain laying work.
- Assess completed applications, including technical review, follow-up correspondence and re-evaluation as required.
- Processing applications for:
 - Project Information Memoranda
 - Building Consent
 - Certificates of Acceptance
 - Certificates for Public Use
 - Code of Compliance Certificates
- Assist Council in meeting its obligations in identifying potentially earthquake-prone buildings.
- Achieve service delivery standards and statutory timeframes.
- Monitor building safety and compliance within the district, investigating compliance issues and taking appropriate action in accordance with Council's Policy including investigative and evidential reports, infringement notices, and notices to fix.
- Remain up to date with various laws / case law and policies.
- Ensure that telephone and counter enquiries from customers relating to building consent enquiries and council policies are dealt with in such a way that the customer has a good experience. Liaise with professionals, groups, members of the public and internal customers on building issues and related topics in a customer service focused manner.

- Respond to all enquiries (including CRMs) in a timely and accurate manner
- Responsible for responding in an emergency to investigate building matters.
- Identify and recommend improvements to systems and processes and procedures. Take a continuous learning and improvement approach to work, looking for opportunities to optimise our process, services and practices.
- Take a pro-active and forward-thinking approach, identifying possible problems, threats, issues and opportunities
- Proactively manage own work to achieve service delivery standards and statutory timeframes.
- Plan, organise and manage workload and outputs on a daily/weekly basis, escalating any workload issues.
- Attending training as required to maintain the necessary skills to fulfil the requirements of the position.

What you will bring

Required

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

- A qualification that meets the requirements of the Building (Accreditation of Building Consent Authorities) Regulations 2006 or be working towards one.
- Knowledge of the Building Act 2004 and related legislation.
- 12 months experience working or training in the building industry or in a BCA role.
- Maturity of judgement and outlook.
- Excellent verbal and written communication skills.
- Computer keyboard skills in MS Office Suite.
- Great customer service.
- Current 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.

- Registration as a Licensed Building Practitioner, Plumber or Drainlayer.
- Site-Safe Passport or equivalent.
- Membership of the Building Officials Institute of NZ.
- Good knowledge of the Tararua District

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

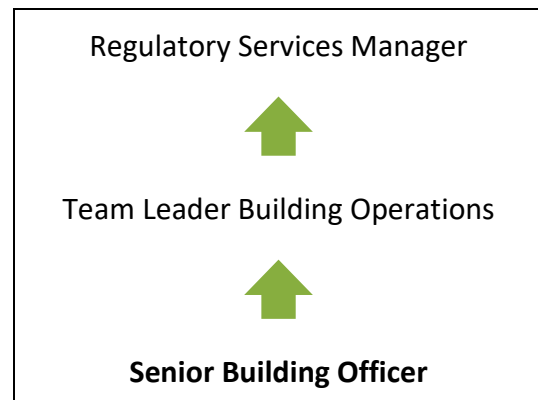
We will continue to evolve, leading our communities into a better future



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 council partnerships with Rangitāne o Tamaki Nui-ā-Rua and Ngāti Kahungunu ki Tāmaki-nui-a-Rua, giving effect to the settlement acts and our memoranda of partnership, while actively growing understanding 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 lines



Additional Information

Delegations

Number of people reporting to the role	Nil
Financial delegation	Nil
Contract delegation	Nil
Statutory delegation	Building Act 2004 section(s): 34, 38, 39, 46, 48-51, 59, 62, 67, 67a, 68, 71-73, 75-77, 90-96, 98-99aa, 102, 104, 106-107, 109, 111-116a, 121, 123-124, 129-130, 133a-l, 133ap-r, 133at, 133ay, 162d, 164, 167, 177, 180, 215, 219, 222, 363a, 371b, 372.

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.)

 Approved: (Manager/Supervisor)

 Date:

 Agreed: (Staff Member)

 Date: