Position Description

Position Title: LIM and Building Records Officer

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

Position Summary: Responsible for managing the LIMs process and converting building records from hardcopy to digital to produce online-ready property information. Supports Council's Earthquake Prone Building Project by following relevant policies, procedures, and regulatory requirements. Provides efficient and coordinated records administration, delivers excellent customer service, and coordinates road naming processes in line with national standards.

DISTRICT VISION

Mā te whenua, mā te waiora 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

- Manage the road naming process to ensure compliance with National Addressing Standards.
- Liaise with property developers, IWI, and other relevant stakeholders to facilitate the naming process.
- Prepare and deliver Council Reports for new public roads and changes to existing public road names as per the schedule of
- Manage the Land Information Memorandum (LIMs) process and audit completion of LIM applications.
- Conduct property checks for all LIM applications, including downloading Records of Title, verifying title information against internal property data, and reporting any discrepancies or inaccuracies to the appropriate department.
- Liaise with other departments to ensure their LIM information is accurate and provided in a timely manner.
- Ensure Land Information Memorandums are delivered to the customer within the legislated timeframe (10 working days).
- Ensure Land Information Memorandums are as accurate as possible to minimise the risk to Council.
- Keep up to date with any legislative requirements/changes.
- Lead, or engage in, any identified land information-related projects that will improve the system.
- Co-ordinate and deliver the processing and digitisation of hardcopy records (initially building consents and permits) including:
  - Implement a processing programme.
  - Process 'on demand' i.e., requests for building packets and LIMs.
  - Search sources of information to identify relevant records.
  - Collate relevant hardcopy (and electronic if processing 'on demand') records.
  - Prepare and digitise hardcopy records that are finalisation ready, including file naming.
  - Enter new record details into Council's database i.e., historic consent register.
  - Refer hardcopy records for archiving.
- If required, calculate fees, and issue invoices and ensure payment.
- Maintain accurate hardcopy records to reflect changes including:
  - Subdivision/consolidation of land.
  - Amalgamation of property valuations.
- Enter and maintain data on the Tararua Earthquake Prone Building Register and National Earthquake Prone Building Register (as a TA Editor). Provide administrative assistance in relation to EPB's
- Monitor and action inbox requests for 'on demand' processing i.e., building packets and LIMs.
- Provide information and advice to customer requests for 'on demand' processing.
- 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.
- Acting as an ambassador for our Council, going above and beyond to provide a helpful and supportive service at all times
- Ensure all Council documents are filed in Council's online Records Management System, TRIM
- Cross training to provide back up support to the building administration team.

What you will bring

Required

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

- NCEA Level 2 English, Computing and Maths (or equivalent).
- Ability to work independently and collaboratively in a team-oriented environment.
- Meticulous attention to detail, excellent organisational skills, and the ability to collaborate effectively with internal and external stakeholders.
- Excellent written and communications skills
- Excellent computer skills; including Microsoft products.
- Organised & methodical approach to records & time keeping.
- Ability to work under pressure, prioritise workload & meet deadlines.
- Current full driver's License

Desired

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

- Ability to identify building related records
- Ability to read building site plans
- Knowledge of record keeping systems

  Knowledge of local government
- Demonstrated experience in managing Land Information Memorandum (LIM) processes and addressing systems.
- Knowledge of relevant legislations and standards related to land information management.
- Previous local authority experience.

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

Regulatory Services Manager

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Building Operations Team Leader

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LIM and Building Records Officer

Additional Information

Delegations

Number of people reporting to the role	Nil
Financial delegation	Nil
Contract delegation	Nil
Statutory delegation	As per Council's statutory delegation policy

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) Date:

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Agreed: (Staff Member) Date: