



Position Description

Position Title: Building Administrator

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

Position Summary: This role provides administrative duties for Building Services, undertakes tasks in accordance with Council policies and regulatory requirements and provides an interface with the community to identify and address administrative issues.



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

- Undertake administrative functions regarding the processing and correspondence of building consents, certificates of acceptance, project information memorandum, and compliance schedules.
- Undertake administrative duties as required by the Building (Accreditation of Building Consent Authorities) Regulations 2006.
- Collate and send monthly activity reports to QV and Statistics NZ.
- Coordinate the processing and correspondence of building consents, certificates of acceptance, project information memorandum and compliance schedules including:
 - Receive applications and supporting documents
 - Enter applications.
 - Save and store electronic documents.
 - Register applications.
 - Assess for the completeness of documentation prior to acceptance of application (vetting).
 - Refer applications internally/externally.
- Assist with the development, implementation, and maintenance of the Quality Management System (QMS), including recording monthly BCA meeting minutes.
- Receiving, recording, and processing building warrants of fitness (BWOFF).
- Maintain an accurate record of BWOFFs and implement an annual / monthly notification programme for renewals.
- Monitor the online application portal and the building services inbox and action as appropriate.
- Provide education, advice, and guidance to customers on building control administrative processes and applications.
- Provide administrative support to the building services team.
- Contribute towards processing LGOIMA requests, LIMs, and building packet requests.
- Identify possible problems, threats, issues, and opportunities
- Achieve service delivery standards and statutory timeframes.
- Provide operational information to support monthly, quarterly, and annual reports of service performance.

- Plan, organise and manage workload on a daily/weekly basis, escalating any workload issues as required.
- Assist with the development of the Council's annual and long-term plans and fee reviews.
- 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.
- Inspection Scheduling – Receiving requests and scheduling inspections in GoGet Scheduling, ensuring they are done in an effective manner, taking into account the large geographical area serviced. Liaising with the inspector to make changes and additions as required.

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).
- Previous experience in an administration role.
- Ability to learn and operate databases quickly.
- Excellent computer skills; including Microsoft products.
- Excellent written and oral communication skills.
- Attention to detail and excellent customer services skills
- Organised & methodical approach to records & time keeping.
- Ability to work under pressure, prioritise workload & meet deadlines.

Desired

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

- A tertiary qualification (e.g., Certificate or Diploma) in business administration
- At least 3 years' relevant administrative experience, preferably in Local Government.
- Experience working with databases.
- Understanding of the Building Act 2004.
- Understand of Building (Accreditation of Building Consent Authorities) Regulations 2006.

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

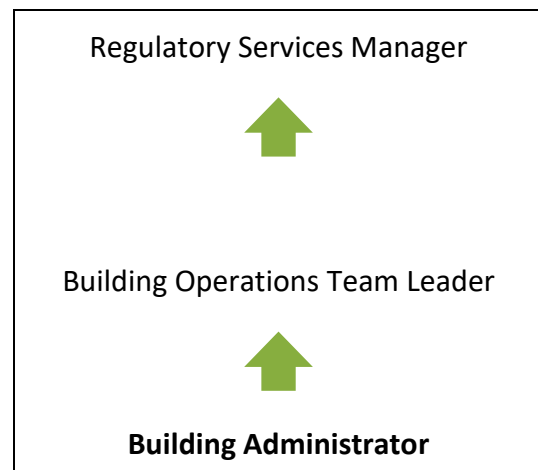
We will continue to evolve, leading our communities into a better future



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 lines



Additional Information

Delegations

Number of people reporting to the role	n/a
Financial delegation	n/a
Contract delegation	n/a
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.)

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Approved: (Manager/Supervisor)

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Date:

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Agreed: (Staff Member)

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Date: