

Westland District Council

JOB DESCRIPTION

Job title

Building Control Officer - Processing (Commercial & Residential)

Purpose

To perform a range of tasks relating to building-related Building Consent Authority (BCA) and Territorial Authority (TA) functions, primarily processing building consent COA's, PIMs and exemption applications. In addition, as a Senior role, to assist the Building Control Manager by providing technical leadership regarding processing within the Building Control team, mentoring staff and monitoring their performance and development (including work audits) as required.

Specific duties and responsibilities

Perform various Building Act 2004 functions and provide leadership regarding the Processing function within the Building Control Team:

- Processing (including importing and vetting if time allows) applications for residential and commercial building consents, project information memorandums, exemptions and Certificate of Acceptance, including registering Section 73 and 75 notices and other relevant notices within statutory timeframes and the requirements of the Building Act and Building Code

Contribute to team training, support and coaching:

- Provide mentoring, development, leadership, supervision and training to the Building Control Team and contractors and promoting a positive work culture
- Participate in training, sharing information and knowledge to assist with the professional development of colleagues
- Develop and implement training plans including identifying training gaps, accreditation requirements and review plans for competency
- Identify strengths, weaknesses, threats and opportunities regarding processing within the Building Control Team and provide appropriate advice to the BCM.
- Assume the back up Technical Leader role for the team in regards to processing
- Assist in conducting audit records for staff and contractors and report outcomes to BCM

Quality Assurance:

- Continually monitor and improve processing systems, methods, efficiency and the quality of service provided to customers, under the leadership of the BCM.
- Support the BCM and the Building Quality and Audit Officer in maintaining and improving the quality assurance system
- Assist with monitoring and maintaining compliance schedule content and development of customer documents in this space
- Address and respond to customer complaints for matters relating to building control processing matters
- Adhere to agreed processes and keep documentation to support regular internal audits and external re-accreditation audits.
- Investigate and report on applications and complaints in a timely manner.
- Provide quality advice to customers.

Key Relationships:

- Chief Executive
- Executive Team
- Mayor and Councillors
- Other Westland District Council staff, in particular the building control team and planning/ regulatory staff, but also the Customer Service Centre, Finance staff and the District Assets team.
- Contractors for the BCA
- Ratepayers, Residents and the General Public
- Consent and licence applicants and holders and their agents

- Central Government Departments and agencies
- Building Consent Authority accreditation organisation (e.g. IANZ)
- Other Local Authorities
- Council-Controlled Organisations (CCOs)
- Council Suppliers, Solicitors and Contractors
- Local Government New Zealand

Delegated Authority

- N/A

Staff management

- N/A

Reporting To:

- Building Control Manager

Health and Safety

- Follow all safe work practices, procedures, guidelines and controls.
- Take all reasonably practicable steps to ensure their own safety at work and not cause harm or create hazards to other persons. Encourage others to do the same.
- Actively contribute to hazard identification and hazard management.
- Communicate health and safety issues or concerns directly to their manager or a health and safety representative.
- Report all accidents, injuries, incidents, pain or discomfort and near misses immediately or as soon as possible within 24 hours. This includes damage to property, vehicles and equipment.
- Actively participate in health and safety initiatives and participate in meetings and training.
- Take an active role in any personal treatment, rehabilitation plans or return to work programs if applicable.
- Wear Personal Protective Equipment (PPE) where required and be personally responsible for the use, care and storage of PPE
- Take responsibility for visitors and support visitors to comply with Council Health and Safety Policy and procedures at all times.

Civil Defence/Emergency Management

- To meet the Council's statutory responsibilities for Civil Defence and Emergency Management (CDEM) you will be expected to participate in CDEM training initiatives and undertake activities, as directed as part of Council's emergency response.

Other duties:

- Ensure that proper records and documentation as required by statute, regulation, bylaw and policy are kept, and BCA records are transferred to the TA in an appropriate manner.
- Implement new technology including on-line consenting systems to drive greater efficiency and improve customer service
- Provide feedback and advice to management on central and local government policy proposals where requested, based on experience and knowledge of industry trends.
- Support the team by performing other duties as and when they arise

Skills, experience & education

Qualifications/Experience

- Hold a National Diploma in Building Control Surveying (Small - Large Buildings) or equivalent (NZQA level 6)
- Assessed current competency under the NZ competency assessment system of at least Res 3 and Com 2 or 3 level for building consent processing
- Minimum of 8 years' experience in the building industry, or demonstrated capacity through a related role in New Zealand to perform the functions of this role with minimal training
- At least 2 years experience in a similar role with a Building Consent Authority or similar in New Zealand
- Ability to make appropriate decisions with regard to building code performance clauses, using sound judgement, comprehensive research and clear reporting techniques
- Affiliated to or membership of a Professional Body (BOINZ or a statutory register)

Knowledge / Skills / Attributes

- Proud to serve the community
- Intermediate Computer literacy with software proficiency covering a variety of applications
- An appreciation for the political and sensitive nature of local government

- Good overall knowledge of building industry legislation, policies and procedures
 - Expert knowledge of building construction standards
 - Leadership qualities, including ability to motivate and guide other staff
 - Excellent verbal and written communication skills
 - Ability to ensure that work is completed to a high standard and to meet deadlines
 - Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
 - Excellent Customer Service skills
 - Ability to manage time and prioritise and organise workload
- This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

General duties

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.