

# POSITION DESCRIPTION



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| <b>Job Title:</b>        | <b>Building Control Officer</b>                                                                                                      |
| <b>Responsible To:</b>   | Building and Planning Manager                                                                                                        |
| <b>Responsible For:</b>  | Nil Staff                                                                                                                            |
| <b>Position Purpose:</b> | This job exists to:<br><br>"Ensure compliance with the Building Act 2004, the building code, building regulations, and the ODC QMS." |
| <b>Date:</b>             | August 2026                                                                                                                          |

## ORGANISATION CONTEXT



## IMPORTANT FUNCTIONAL RELATIONSHIPS

### External

Residents and ratepayers  
Council customers  
Telephone customers  
Various government agencies

### Internal

All staff  
Elected Members

## KEY RESULT AREAS

The position of **Building Control Officer** encompasses the following functions or Key Result Areas:

| Jobholder is accountable for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Jobholder is successful when                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Building Processes and Functions: BCA and TA</b> <ul style="list-style-type: none"> <li>Ensure Council's statutory obligations for all building consent processes including inspections and issuing CCCs are in accordance with the Building Act 2004, the ODC BCA QMS manual and established competencies: <ul style="list-style-type: none"> <li>Processing of consents</li> <li>Provision of information to internal and external customers</li> <li>Inspection of building work when required</li> <li>Issuing Notices to Fix where required</li> <li>Undertaking specialist projects as required.</li> </ul> </li> <li>Investigating dangerous and insanitary building issues and undertaking required actions.</li> <li>Assist with the Earthquake Prone Building projects.</li> </ul> | <ul style="list-style-type: none"> <li>Council's statutory obligations in respect of all building consent applications are adhered to and undertaken in accordance with the BCA manual.</li> <li>Decisions and reasons are recorded.</li> <li>Building consents and Code Compliance Certificates are issued consistently with the statutory timeframes.</li> <li>Audits performed to monitor ongoing compliance are accurate and balanced.</li> </ul> |
| <b>Complaints and Enforcement</b> <ul style="list-style-type: none"> <li>Investigating complaints as required and in consultation with the Group Manager Strategy and Development &amp; Building &amp; Planning Manager .</li> <li>Enforcement action is taken when authorised by the Group Manager Strategy and Development &amp; Building &amp; Planning Manager.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Complaints have been actioned in a timely manner, decisions and reasons are recorded, and issues are resolved.</li> <li>Appropriate documentation is issued in accordance with the appropriate legislation.</li> </ul>                                                                                                                                                                                         |
| <b>Quality Assurance</b> <ul style="list-style-type: none"> <li>Continuous improvement of the Quality Manual in consultation with the Building &amp; Planning Manager and Senior Building Administrator/Quality Manager.</li> <li>Documentation, Policies and procedures are in accordance with the Quality Manual.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Quality Manual reflects the current business practises</li> <li>Internal audits, self-audits and peer reviews demonstrate ongoing compliance and continuous improvement.</li> </ul>                                                                                                                                                                                                                            |
| <b>Relationships/communication</b> <ul style="list-style-type: none"> <li>Ensuring the relationship between the Council and its key external stakeholders is positive and constructive.</li> <li>Representing Council at appropriate events, meetings and conferences.</li> <li>Building effective relationships with the other staff across Council</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Customers are satisfied and feedback is complimentary.</li> <li>Relationships with key decision-makers and opinion leaders in the community is positive and constructive.</li> <li>Communications material is well managed, accessible and filed appropriately.</li> </ul>                                                                                                                                     |

| Jobholder is accountable for                                                                                                                                                                                                                                                             | Jobholder is successful when                                                                                                                                                                                                                  |
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| <b>Personal Development</b> <ul style="list-style-type: none"> <li>Develop and maintain professional knowledge and contacts.</li> </ul>                                                                                                                                                  | <ul style="list-style-type: none"> <li>Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks.</li> <li>Attend training opportunities relevant to position and the Council.</li> </ul>                 |
| <b>Health and Safety</b> <ul style="list-style-type: none"> <li>Take all reasonable care to ensure the health and safety of yourself and others.</li> <li>Comply with Ōpōtiki District Councils Health and Safety Policy and Procedures and any other reasonable instructions</li> </ul> | <ul style="list-style-type: none"> <li>Events, near misses and injuries are reported in accordance with organisations requirements.</li> <li>Engage in and promote health and safety in the front of house and related work areas.</li> </ul> |
| <b>Civil Defence</b> <ul style="list-style-type: none"> <li>Undertake necessary training to ensure</li> <li>Preparedness for Emergency Management.</li> </ul>                                                                                                                            | <ul style="list-style-type: none"> <li>Support is provided during an emergency.</li> </ul>                                                                                                                                                    |

**Other duties expected of position holder:**

Undertake any other duties and functions as may be requested of you by your Manager.

**Note:**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

## PERSON SPECIFICATION

**Knowledge/Experience**

- Holds R1 minimum in inspections in accordance with the National Standards.
- Holds competency in processing desirable but not essential.
- Has had relevant experience in a local government BCA or a private BCA.
- Experienced in the administration of the Building Act 2004 and the NZ Building Code.
- Has a sound understanding of quality assurance principles and their application in practice.

**Key Job Competencies and Personal Qualities:**

- Ability to develop and maintain positive working relationships
- Confidence
- Energy and enthusiasm
- Flexibility
- Initiative and integrity
- Motivated

- Team person
- Well organised
- A reasonable level of fitness
- Willingness for ongoing development
- Is customer focused and ensures technical information is translated into terms that a range of people can understand.

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Manager

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Date

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Position Holder

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Date