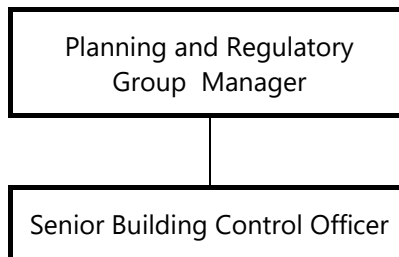


POSITION DESCRIPTION



Job Title:	Senior Building Control Officer
Responsible To:	Planning and Regulatory Manager
Responsible For:	Nil Staff
Position Purpose:	This job exists to: <i>"Ensure compliance with the Building Control Act 2004, the building codes and building regulations."</i>
Date:	July 2021

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 **Senior Building Control Officer** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Organisation Responsibilities</p> <ul style="list-style-type: none"> • Provision of relevant building information for LIM and PIM Processing. 	<ul style="list-style-type: none"> • Building information in LIMs and PIMs is accurate and current. • Section outputs are managed in required timeframes.
<p>Building Processes and Functions: BCA and TA</p> <ul style="list-style-type: none"> • Ensure Council's statutory obligations for all building consent processes including inspections and issuing CCC's are in accordance with the BCA manual and in accordance with established competencies: <ul style="list-style-type: none"> ○ Processing of consents ○ Provision of information to internal and external customers ○ Inspection of building work ○ Issuing Notices to Fix where required ○ Undertaking specialist projects as required. • Investigating dangerous and insanitary building issues and undertaking required actions. • Assist with the Earthquake Prone Building projects. 	<ul style="list-style-type: none"> • Council's statutory obligations in respect of all building consent applications are adhered to and undertaken in accordance with the BCA manual. • Decision and reasons are recorded. • Audits performed to monitor ongoing compliance are accurate and balanced.
<p>Complaints and Enforcement</p> <ul style="list-style-type: none"> • Investigating complaints as required and in consultation with the Planning and Regulatory Manager • Enforcement action is taken when authorised by the Planning and Regulatory Manager. 	<ul style="list-style-type: none"> • Complaints have been actioned in a timely manner, decisions and reasons are recorded and issues are resolved.
<p>Quality Assurance</p> <ul style="list-style-type: none"> • Continuous improvement of the Quality Manual • Documentation, Policies and procedures are in accordance with the Quality Manual. 	<ul style="list-style-type: none"> • Quality Manual reflects the current business practises • Internal audits, self-audits and peer reviews demonstrate ongoing compliance and continuous improvement.
<p>Relationships/communication</p> <ul style="list-style-type: none"> • Ensuring the relationship between the Council and its key external stakeholders is positive and constructive 	<ul style="list-style-type: none"> • Customers are satisfied and feedback is complimentary

<ul style="list-style-type: none"> • Representing Council at appropriate events, meetings and conferences • Building effective relationships with the other staff across Council 	<ul style="list-style-type: none"> • Relationships with key decision-makers and opinion leaders in the community is positive and constructive • Communications material is well managed, accessible and filed appropriately.
<p>Personal Development</p> <ul style="list-style-type: none"> • Develop and maintain professional knowledge and contacts. 	<ul style="list-style-type: none"> • Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks • Attend training opportunities relevant to position and the Council.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Take all reasonable care to ensure the health and safety of yourself and others. • Comply with Ōpōtiki District Councils Health and Safety Policy and Procedures and any other reasonable instructions 	<ul style="list-style-type: none"> • Events, near misses and injuries are reported in accordance with organisations requirements. • Engage in and promote health and safety in the front of house and related work areas.
<p>Civil Defence</p> <ul style="list-style-type: none"> • Undertake necessary training to ensure • Preparedness for Emergency Management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

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

- Has a minimum of five (5) years' experience processing building consents, and inspecting and certifying building work at a senior level.
- Holds a Competency level in accordance with the National Standards.
- Has had relevant experience in a local government BCA or a private BCA over the last five (5) years.
- 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.

Manager

Date

Position Holder

Date