

POSITION DESCRIPTION

TITLE: BUILDING CONSENT OFFICER	VACANCY NO: 5682
UNIT: ENVIRONMENTAL POLICY & APPROVALS	GROUP: REGULATION & DEMOCRACY SERVICES
REPORTS TO: TEAM LEADER CIVIC BUILDING TEAM,	DIRECT REPORTS: NIL
LOCATION: CIVIC OFFICES OR OTHER SERVICE CENTRE TO SUIT BUSINESS NEEDS	DATE: DECEMBER 2011

PURPOSE OF THE POSITION:

- Provides general building information and advice on a variety of building, planning and property matters, including undertaking counter & phone duties as required.
- Processes PIMs and Building Consents for minor residential projects, eg Housing alterations designed predominantly using acceptable solutions to the Building Code and minor residential work.
- Processes PIMs and Building Consents for standard residential projects eg Housing designed predominantly using acceptable solutions to the Building Code.

GENERAL:

As an employee of the Council you are required to:

- Respond to the changing needs of the Council, performing other tasks as reasonably required.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Be associated, as required, with **CIVIL DEFENCE** or any exercise that might be organised in relation to this council function.

KEY AREAS OF ACCOUNTABILITY	
Professional advice and public education	<p>Providing professional advice and education to all customers in a clear & concise manner on:</p> <ul style="list-style-type: none"> • Applications forms, processes and fees relevant to a building project • Building Act, Building Code, and Acceptable Solutions affecting construction work, which includes: <ul style="list-style-type: none"> – Project Information Memorandum, with referral to experts where appropriate. – Building Act purposes & principles – Building Act processes i.e., timeframes, change of use, Natural hazards, etc. • Correctly refer customers to: <ul style="list-style-type: none"> – other appropriate Council functions, and giving general advice on these functions when possible. – External agencies that may be able to provide assistance, i.e. Community Law Centre, Other local authorities, Department of Building & Housing etc.

	<ul style="list-style-type: none"> • Receiving and assessing complaints related to building activities. <ul style="list-style-type: none"> – Carrying out occasional site inspections to verify complaints and resolve where possible. – Referring complaints to other sections of the Environmental Services Unit or Council as appropriate. – Corresponding with customers and maintaining all records of complaints.
Project Information Memoranda and Building Consents received	<ul style="list-style-type: none"> • Receiving Building Consents, Project Information Memorandum • Assisting applicants with the preparation of documentation and the completion of application forms, checking that the applications are complete and that sufficient information has been provided to enable the processing of the application to start. • Completing a check sheet and advising on what additional information is required or what other action may need to be taken. • Entering the application into the computer system and issuing a project number. • Receiving and arranging receipt of payments.
Project Information Memorandum Processed Within Statutory Timeframes	<ul style="list-style-type: none"> • Reviewing and interpreting plans of building projects quickly & efficiently. • Assessing applications against the City Plan for Living Zones and liaising with planning staff in regard to more complicated applications. • Assessing the plans for compliance with all authorisations that the Council can grant or refuse (other than Building Code matters) and report on these. • Assessing the drainage information that is provided by the Unit's Knowledge Integration Team for relevance to the project, and editing as necessary for inclusion in the PIM. • Assessing, analysing and reporting on the Council's records of known hazards and site characteristic information, plus interpreting information from surrounding properties, for relevance to the project & inclusion where necessary on the PIM. • Requesting further information where necessary from applicants. • Negotiating solutions with applicants to resolve PIM problems. • Maintaining computer records of the PIM status.
Building Consents Processed Within Statutory Timeframes	<ul style="list-style-type: none"> • Reviewing and interpreting plans of building projects quickly & efficiently. • Assessing for compliance with, and approving all types of Building Consent applications in accordance with the New Zealand Building Code. • Gathering further information where necessary from applicants. • Preparing brief reports and replying to relevant correspondence. • Assessing alternative solutions • Working with applicants to identify alternative means of compliance with the Building Code. • Maintaining computer records of the building consent status. • Auditing of building consents reviewed by other consent officers to ensure that team & national standards are maintained. • Maintaining technical knowledge and information resources on building products, technology, new standards and regulations within the building industry.
Project Information Memorandum and Building Consents Issued	<ul style="list-style-type: none"> • Preparing the typed consent and consent documents for issuing. • Checking completed documentation and ensuring that it is ready to issue. • Receiving and coding payments. • Answering queries on approved consent documents, the fees charged and the inspection process.

Contribution to Team Membership	<ul style="list-style-type: none"> • Contributing to team planning and communication. • Participating in Performance Review and Development. • Giving and receiving feedback. • Seeking improvement opportunities in process and service delivery. • Provision of training and being trained, the sharing of information and knowledge, and assistance with the professional development of colleagues
Health & Safety	<ul style="list-style-type: none"> • Responsible for keeping yourself and others safe while at work, complying with CCC health and safety systems and wearing protective clothing and using equipment provided.

KEY RELATIONSHIPS/CUSTOMERS:

Internal	Nature of the Relationship
Unit Manager	Report as required, advise on critical issues
Building Control Manager, Team Leader	Report as required, seek & give advice, share information,
Senior Building Consent Officer	Seek & give advice, share information, accept priorities on work allocation, report & accept direction when Team Leader is absent,
Building Administration Officers	Maintain a close daily working relationship by seeking & giving advice, sharing information, and co-ordinating services, instruction
Fire, Structural and Civil Engineers Building Inspectors Enforcement Officers	Maintain a close working relationship by seeking & giving advice, sharing information, and co-ordinating services
Planners, Traffic Planners, Subdivision Officers Environmental Health Officers Liquor Licensing Officers Environmental Effects Officers Hazardous Substances Officers LIM Officers Officers from the following Council units: Water & Waste, Greenspace, City Streets, Community & Recreation, Legal Services Other Council Staff	Maintain a close working relationship by seeking & giving advice, sharing information, and active co-operation to ensure applications are processed in a timely & efficient manner.
Customer Services Staff	Provide advice, assist with queries, and provide constructive feedback to improve the level of service.
IM & CT	Request assistance, provide information for inclusion in computer systems, and provide feedback on problems encountered.
Elected Members	Provide advice & education on building activities, plus the involvement & responsibilities of the Council.
External	
Professional Designers (including Architects, Engineers, Draughtspersons) Building Contractors Property Developers	Develop ongoing relationships by providing advice and assistance when required, including meeting at an early stage of proposed projects to proactively avoid any potential issues.
Legal professionals	Provide advice, assistance and education on building Act matters & processes and general planning enquiries
Department of Building & Housing	Develop ongoing relationships by sharing

Building Research Association	information, providing & requesting advice and assistance, including technical decisions when required
Historic Places Trust NZ Fire Service Environment Canterbury	Develop ongoing relationships by sharing information, providing & requesting advice and assistance when required.
Police Labour Department, Occupational Safety & Health	Information sharing, advice, assistance, education regarding the safe use of buildings.
General Public (including neighbours) Current and future property owners/agents PIM / Building Consent applicants	Provide advice, assistance and education on Building Act matters & processes, and assist with direction to other agencies where appropriate.
Trade Groups, Building Product Manufacturers, importers & suppliers	Develop ongoing relationships by providing advice and assistance when required, and requesting technical information to assist in the approval of projects
Real Estate Agents	Provide advice, assistance and education on building Act matters & processes and general planning enquiries

FORMAL QUALIFICATIONS AND TRAINING	Required	Desirable
A professional qualification in the building industry. e.g. New Zealand Certificate of Building (Diploma in Construction Management) or an equivalent. (e.g. NZ Certificate in Architectural Draughting, NZ Certificate in Engineering).	✓	
Current drivers Licence.	✓	
Membership of the Building Officials Institute of New Zealand (BOINZ)		✓
Participation in recent training seminars as provided by the likes of the Department of Building & Housing, Building Research Association, Building Officials Institute, or trade groups.		✓

KEY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE	Required	Desirable
At least 10 years experience in the building industry preferably in a wide variety of New Zealand building projects. This could be; experience in design, draughting, plumbing, drainage, construction, construction supervision or any combination of above.	✓	
Suitable experience with a Building Consent Authority in New Zealand, preferably with a Territorial Authority.		✓
Thorough and current understanding of the Building Act & Regulations, the New Zealand Building Code Compliance Documents, including New Zealand and Australian Building Standards, manufacturer's specifications and related documents. Must have the ability to accurately interpret, apply and communicate the requirements, over a range of situations where the requirements are not clearly stated and are from disparate sources.	✓	
Understanding of building legislation pre Building Act 2004 (and pre Building Act 1991)		✓
Ability to make appropriate decisions with regard to alternatives to the building code acceptable solutions and work that may be "as nearly as is reasonably practicable" to new building standards, using sound judgement, comprehensive research & clear reporting techniques.	✓	
Ability to provide technical advice that is based on sound judgement, accepted	✓	

practices, acquired knowledge, comprehensive research, competent interpretation & coordination of information from disparate sources.		
Willingness to confidently make appropriate decisions and take responsibility for them. An awareness of own limitations of knowledge, and a willingness to seek appropriate assistance when necessary.	✓	
Thorough understanding of the rules that apply to Living Zones in the Christchurch City Plan.	✓	
Ability to accurately interpret known hazards and site characteristic information, interpreted information on site characteristics from surrounding properties, and drainage information for relevance to the project.	✓	
Working knowledge of other legislation that relates to the construction of buildings, including but not limited to: Local Government Act, including Bylaws administered by other units of the Council, Resource Management Act, especially the Christchurch City Plan, land use consents & subdivision consents, Hazardous Substances & New Organisms Act etc.	✓	
Working knowledge of other Authorities requirements that relate to the construction of buildings, including but not limited to: Environment Canterbury, Transit NZ, Transpower, Historic Places Trust, New Zealand Fire Service, etc	✓	
Computer Skills – Reasonable competency in computer systems and keyboard skills,	✓	
People Skills: Able to – Stay calm under pressure – Show appropriate empathy – Solicit information proactively to ensure that all issues are identified – Resolve conflict without unreasonable escalation by using appropriate negotiation & listening skills, – Resolve where possible contentious, sensitive, or complex concerns of customers. – Show commitment to delivering excellent customer service – Develop & maintain ongoing relationships with key customers		
Organising – Acts to see that the right things are done right first time, every time. – Maintains a disciplined approach to achieve agreed results.	✓	
Achievement – Understands the business of the Team and broader business culture of the Unit and the Council, works co-operatively with customers within that framework to achieve positive results. – Monitors progress through effective feedback systems	✓	
Continuous Improvement – Identifies areas in which performance needs to be improved, keeps technically current with developments in industry and legislation. – Updates and continuously improves processes.	✓	
Change Adaptability – Responds positively to new opportunities and thinking, adapts and is proactive in seeking new ways and solutions. – Maintains commitment during times of change and challenge.	✓	
Consultation	✓	

<ul style="list-style-type: none"> - Uses appropriate questioning techniques to achieve understanding of the issues. - Works out the most effective ways to resolve the issues. 		
<p>Learning</p> <ul style="list-style-type: none"> - Creates a positive climate for development through continuous learning. - Shares and connects learning to new situations. 	✓	
<p>Capacity</p> <ul style="list-style-type: none"> - Able to schedule working day in ways that keeps performance effective. - Able to operate efficiently in a competitive environment. 	✓	