

POSITION DESCRIPTION

TITLE: BUILDING INSPECTION CODE COMPLIANCE AUDITOR	VACANCY NO: 5682
UNIT: INSPECTIONS AND ENFORCEMENT	GROUP: REGULATION AND DEMOCRACY SERVICES
REPORTS TO: TEAM LEADER BUILDING INSPECTIONS	DIRECT REPORTS: NIL
LOCATION: CIVIC OFFICES	DATE: DECEMBER 2011

PURPOSE OF THE POSITION:

To ensure safe and sanitary residential buildings are constructed within the Christchurch community in accordance with requirements of the Building Act 2004 and associated regulations, Local Government Act 2002 and the Resource Management Act 1991, and any related Council policy and procedure including the Building Consent Authority manual.

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	
Delivery of Inspection Advice and Services	<ul style="list-style-type: none"> • Provide professional and technical building advice on Code Compliance issues to stakeholders in a manner that discharges the Council's duty of care, covering the legislative requirements of the Building Act 2004, Building Code and Council inspection procedures and requirements. • Follow and incorporate the Building Consent Authority accreditation manual processes and procedures into inspection processes. • Utilise knowledge of CCC services and refer customers to other Council services, giving general advice on these where appropriate. • Deal effectively with conflict issues and/or situations. • Receive, assess and respond to complaints in a timely manner, including obtaining relevant background information to aid initial investigation. • Complete timely correspondence with stakeholders and maintain accurate records of such.
Property Inspections, Records & Information Management	<ul style="list-style-type: none"> • Assess compliance with specific Project Information Memorandum (PIM) conditions in relation to the Building Act 2004, the Building Code, Building Consent documents and the Resource Management Act 1991. • Liaise collaboratively with relevant stakeholders to inform and ensure adherence to conditions of consents in a timely manner, including follow up remedial action.

Authorisation of Issue of Code Compliance Certificate(s)	<ul style="list-style-type: none"> • Ensure that applications for Code Compliance Certificate notices are returned to the Council by property owners/agents and review documentation for accuracy and content, seeking amendments or further information where necessary. • Review all documentation and confirm receipt of Producer Statements and Certificates required to complete construction projects. • Review all documentation associated with Building Consent files for any residential property under inspection to ensure compliance with the standard required before issuing Code Compliance Certificate. • Authorise the issuing of Code Compliance Certificates on satisfactory completion of projects after ensuring the building work is in full compliance with the Building Consent Documents and the Building Code. • Reconcile financial balancing of inspection charges for completed and fully compliant projects, including authorising and arranging appropriate billing/refunding through Building Inspection Co-ordinators.
Auditing	<ul style="list-style-type: none"> • Conduct B.C.A Process audits as set out in the B.C.A Manual
Administration	<ul style="list-style-type: none"> • Ensure that information is added to relevant Council databases in a timely and factual manner, particularly when legislatively required to do so. • Organise and file hard copies of records to assist retrieval of information. • Evaluate and supply information to assist the future development of enforcement policy based on trends observed.
Contribution to Team Membership	<ul style="list-style-type: none"> • Actively contribute to team planning. • Participate in Performance Review and Development. • Give and receive feedback to colleagues in a constructive and open manner. • Seek and implement improvement opportunities in process and service delivery. • Participate in training, sharing information and knowledge to assist 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.
Budget	<ul style="list-style-type: none"> • Responsible for managing a budget of \$NIL
Financial Delegation	<ul style="list-style-type: none"> • Delegated financial authority for Capital Expenditure of \$NIL • Delegated financial authority for Operational Expenditure of \$NIL

KEY RELATIONSHIPS/CUSTOMERS:

Internal	Nature of the Relationship
Other CCC Units e.g. Regulation & Democracy, Transport & Greenspace, City Water & Waste, Community Services, Legal Services	To seek and provide advice, share information and coordinate services in relation to any residential building construction undertaken.
Building Control Admin Team	To provide information for updating or creating new compliance documentation. To work with the admin team to provide guidance and administer the timely Administration function of issuing the Code Compliance document
Customer Services Representatives	To provide advice, assistance and feedback to improve Council's service delivery around residential building matters.

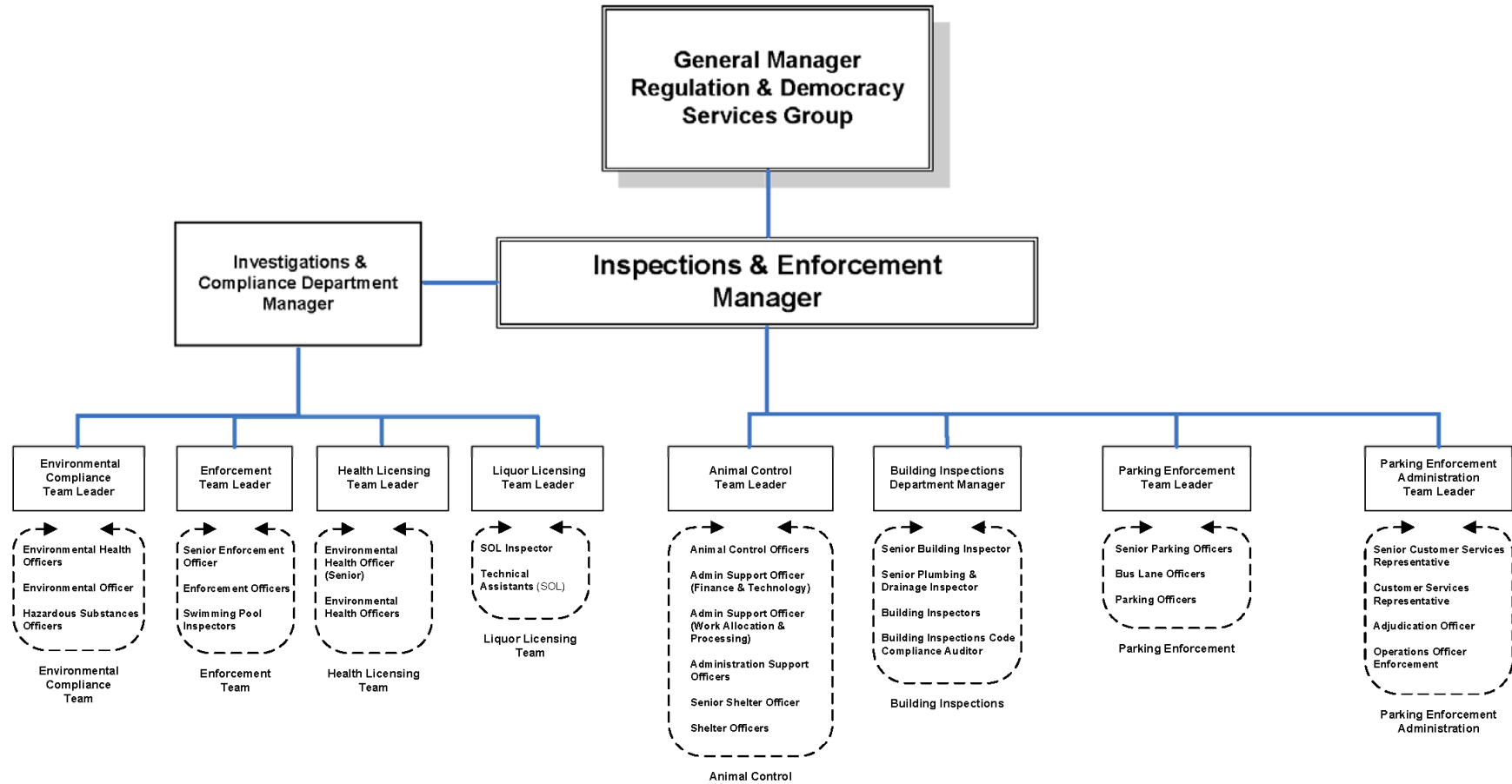
External	
General Public	To provide advice, assistance and education on residential building matters, legislation and processes, and assist with direction to other agencies where appropriate.
Professionals e.g. Architects, Engineers, Draughtspersons, Solicitors, Real Estate Agents	To provide advice, assistance and education on residential Building Act matters, processes and general planning enquiries.
Current and future Property Owners or Agents, Building Contractors, Developers	To maintain a professional liaison in gaining residential building compliance through providing proactive advice, education and assistance.

FORMAL QUALIFICATIONS AND TRAINING	Required	Desirable
Min NCEA level 2 qualification	✓	
N.Z.Q.A Audit qualification.		✓
Current Full Drivers Licence.		✓

KEY COMPETENCIES/KNOWLEDGE/SKILLS/EXPERIENCE	Required	Desirable
At least 7 years current or recent experience in the building/construction regulatory industry across a variety of residential building projects.	✓	
Sound understanding and application of building legislation and practical working knowledge of the New Zealand Building Code and approved documents across a range of residential construction projects.		✓
Experience with a Building Consent Authority or similar in New Zealand	✓	
Basic to intermediate Computer and Keyboard skills (including MS Word and Excel).	✓	
Experience working with a Building Consent Authority Quality System.	✓	
Customer Focus <ul style="list-style-type: none"> Responds to customer needs promptly, accurately and efficiently within agreed timeframes. Keeps the customer up-to-date and informed of progress. Effectively resolves conflicts with customers. 	✓	
Communication <ul style="list-style-type: none"> Shares information across the unit and the wider organisation. Questions, clarifies and responds to ensure messages are understood. Communicates in a clear and constructive manner both verbally and in writing. 	✓	
Working Collaboratively <ul style="list-style-type: none"> Acknowledges others' experiences and ideas in the need for co-operative work. Liases with other parts of the Council as required to meet customer need. Helps others out when they can see they are struggling. 	✓	
Focus on Results <ul style="list-style-type: none"> Delivers on agreed objectives. Takes personal responsibility for making things happen. 	✓	
Planning and Self-Management <ul style="list-style-type: none"> Prioritises, monitors and controls responsibilities to achieve role 		

requirements. <ul style="list-style-type: none"> • Takes responsibility and accepts accountability for own actions within a defined role. 	✓	
Problem Solving <ul style="list-style-type: none"> • Takes the initiative in looking for solutions. • Breaks problems down into manageable parts. • Makes rational, realistic and sound decisions based on consideration of all the facts and alternatives available. 	✓	

Inspections & Enforcement Unit



Updated February 2010