

POSITION DESCRIPTION

TITLE: SENIOR BUILDING CONSENT OFFICER	VACANCY NO: 5682
UNIT: EQ BUILDING SERVICES	GROUP: REGULATION & DEMOCRACY SERVICES
REPORTS TO: BUILDING CONSENT TEAM LEADER EQ BUILDING CONSENTS DEPARTMENT	DIRECT REPORTS: NIL
LOCATION: COUNCIL OFFICES	DATE: DECEMBER 2011

PURPOSE OF THE POSITION:

- To ensure buildings within the Christchurch community are approved in accordance with the requirements of the Building Act 2004 and associated regulations, Local Government Act 2002 and the Resource Management Act 1991.
- To provide technical support and leadership to team colleagues.

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	
Leadership, support and coaching	<ul style="list-style-type: none"> • Provide direction, empower, motivate and develop others in order to achieve business unit, group and organisational goals. • Is a role model for our shared values. • Coach and mentor team members on technical issues and on a continual basis. • Deputise for Team Leader in their absence, including leave management and timesheet approvals. • Assist in the recruitment, selection, training, and development and performance management of team members. • Delegate tasks to team members in a consultative manner, with clearly defined expectations and within their competency level, to ensure achievement of Key Performance Indicators. • Identify training needs and implement suitable relevant professional development opportunities for individual staff members, to meet Building Consent Authority requirements.

<p>Achievement of Building Act objectives</p>	<ul style="list-style-type: none"> • Process and approve Building Act applications (including more complex Building Consents, Certificate of Acceptance and exemptions) in accordance with Building Consent Authority procedures and Territorial Authority procedures while adhering to statutory timeframes and achieving Key Performance Indicators. • Maintain accurate records, document all decisions and regularly inform customers as to the progress of applications. • Maintain high level and up to date technical knowledge on building products, technology, new standards and regulations within the building industry to ensure all activities are in accordance with current legislation. • Assessment of complexity of building consent applications for allocation to team members according to their abilities and experience. • Monitor applications to be processed, team members' workloads, and allocation of work to ensure statutory timeframes are met and achievement of Key Performance Indicators. • Undertake regular competency assessments of Building Officers, according to the requirements of the Building Consent Authority manual. • Regularly audit building consents which have been reviewed by other Officers, to ensure that team & national standards are maintained. • Conduct Certificate of Acceptance interview meetings to ensure compliance with relevant building legislation.
<p>Professional advice and public education</p>	<ul style="list-style-type: none"> • Provide consistent technical and procedural advice to customers on the Building Act 2004, Building Regulation & Building Code (including guidance on the principles and purposes of the Act) and Council processes. • Resolve complex, contentious or sensitive building consent issues in an efficient and effective manner. • Maintain up-to-date knowledge of other Council functions and seek information from other units when required, to increase existing knowledge, so as to refer customers to other internal and external agencies as appropriate. • Facilitate (through training, seminars, information provision and guidelines) a better understanding of the purpose of the Building Act and related processes and of the role of all stakeholders in those processes, to enable more effective participation. • Receive, record, assess and respond to complaints in a timely manner, referring complaints to the Inspections & Enforcement Unit or other areas of Council as appropriate.
<p>Participation in Building Consent policy and procedure Change Developments</p>	<ul style="list-style-type: none"> • Contribute to the external legislative review processes, particularly through seminar participation and submission preparation as required. • Contribute to the review and development of Council procedures and practices, in accordance with Building Consent Authority manual as required. • Involvement in intra-Council unit projects regarding complex Building Act issues, which have implications for the Council.

Contribution to Unit objectives	<ul style="list-style-type: none"> Actively contribute to team planning. Participate in Performance Review and Development. Give and receive feedback to colleagues in constructive, 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"> In the absence of the Team Leader, responsible for providing a safe work environment, implementing CCC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety. 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
Building Control Team Building Inspections Team Enforcement Team Associate Consenting Teams	To seek and provide advice, share information, and co-ordinate services in relation to any building work undertaken.
Customer Services Representatives Regulatory Support Team	To provide advice, education on building matters, and constructive feedback to improve the level of service.
Other CCC Teams e.g. Planners, Environmental Health, Trade Waste Planners, Subdivision Team	To seek and provide advice, share information, and actively co-operate to ensure applications are processed in a timely and efficient manner, and to lead and assist with any proposed changes to inter-team procedures to ensure consistency within the Council.
External	
Professionals e.g. Architects, Engineers, Draughtspersons, Building Contractors, Property Developers	To provide advice and assistance when required, including meeting at an early stage of proposed projects to proactively avoid any potential issues.
Legal professionals Real Estate Agents	To provide advice, assistance and education on Building Act matters and processes and general planning enquiries.
Government Agencies, e.g. Department of Building & Housing New Zealand Fire Service Environment Canterbury New Zealand Police Department of Labour Occupational Health & Safety	To share information, provide and request advice and assistance, including technical decisions regarding the safe use of buildings.
Associated Building Entities/Bodies, e.g. Building Research Association Historic Places Trust	To share information, provide and request advice and assistance, including technical decisions when

	required.
General Public	To provide advice, assistance and education on Building Act matters and processes, and to assist with direction to other agencies where appropriate.

FORMAL QUALIFICATIONS AND TRAINING	Required	Desirable
A Tertiary qualification (NZQA level 5) or equivalent within the building industry, for example Bachelor of Architecture; Bachelor of Engineering; New Zealand Certificate of Building; Diploma in Construction Management; New Zealand Certificate in Architectural Draughting; New Zealand Certificate in Engineering, Advanced Trade Certification.	✓	
Current Full Drivers Licence.		✓
Membership of the Building Officials Institute of New Zealand (BOINZ)		✓

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.	✓	
Inclusive of at least three years recent experience with a Building Consent Authority or similar in New Zealand.	✓	
Some experience undertaking or assisting in team leadership.	✓	
Sound understanding and application of Building Act, the Building Consent process, Building Regulations, the New Zealand Building Code Compliance Documents, New Zealand and Australian Building Standards, manufacturer's specifications and related approved documents.	✓	
Understanding of other legislation: <ul style="list-style-type: none"> • Working knowledge of other legislation that relates to the construction of buildings, including but not limited to: Local Government Act, Resource Management Act, City Plan, Fencing of Swimming pools Act, Hazardous Substances & New Organisms Act. • Working knowledge of other Authorities requirements that relate to the construction of buildings, including but not limited to: Regional Councils, NZ Transport Authority, Transpower, Historic Places Trust, New Zealand Fire Service. 	✓	
Basic to intermediate Computer and Keyboard skills (including MS Word and Excel).	✓	
Customer Focus <ul style="list-style-type: none"> • Responds to customer needs promptly, accurately and efficiently within agreed timeframes • Effectively resolves conflict with customers • Is a good role model for customer service excellence 	✓	
Working Collaboratively <ul style="list-style-type: none"> • Helps others out when they can see they are struggling • Builds and maintains productive internal relationships • Integrates work with other teams across the Unit where appropriate 	✓	
Communication <ul style="list-style-type: none"> • Shares information across the unit and wider organisation • Communicates in a clear and constructive manner both verbally and in writing • Communicates with relevant people at appropriate times 	✓	

<p>Managing Change</p> <ul style="list-style-type: none"> • Responds positively to change • Supports colleagues through change • Ensures clear communication of change and the reasons behind change 	✓	
<p>Leadership</p> <ul style="list-style-type: none"> • Clarifies role and action required to achieve targets by individuals and team • Carries out recruitment and selection responsibilities in a professional manner • Presents a positive and confident image of the Council and responds professionally in the face of difficult questioning 	✓	
<p>Learning and Growth</p> <ul style="list-style-type: none"> • Is focused on continuous self development • Seeks regular feedback on own performance, responds constructively and modifies behaviour accordingly 	✓	