

Position Description

Position:	Building Control Officer (Consents)
Department:	Planning and Regulatory Services
Division:	Building Control Services
Responsible to:	Senior Building Control Officer (Consents)
Direct reports:	Nil

OUR PURPOSE:

WE'RE ONE TEAM // We work together to enhance the quality of life in Upper Hutt by providing leadership, support, and services to our community.

OUR VALUES:

WE'RE APPROACHABLE // We are respectful, honest and open with each other and our community.

PEOPLE MATTER // We operate with integrity, respecting diversity and each other's needs.

WE'RE COURAGEOUS // We're ambitious, speak up, and are accountable.

WE'RE ONE TEAM // We cooperate and engage with each other, share the workload, and recognise a job well done.

WE HAVE FUN // We embrace each day and take on each challenge with positivity and enthusiasm.

OUR GUIDING PRINCIPLES:

WE KEEP IT REAL // We are transparent, honest, and fair, and do what we say.

WE 'CAN DO' // We are proactive, creative, resourceful, and responsive.

WE WORK TOGETHER // We collaborate, communicate, and take pride in who we are and what we do.

WE ARE PEOPLE MINDED // We serve our community, customers, and each other, respecting diversity and culture.

POSITION SUMMARY:

This role is an integral part of the Building Control Services team and its primary function is to assess and make recommendations on consent applications. Nevertheless, the Building Control Officer (Consents) will have responsibilities across all aspects of building control including processing applications, building inspections, administration (including BCA accreditation requirements), responding to customer enquiries and interacting with other Council teams.

CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES:

1. Policies and Procedures.

- Comply with Council's Code of Conduct and Staff Manual including its policies and procedures at all times

- Uphold the Council Values

2. Customer and Community Relations:

- Observe and promote the Council's Customer Service Charter
- Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times
- Work with other staff members to resolve customer queries and issues

3. Information Management

- Work collaboratively by ensuring all business documents and information are made accessible for staff to use.
- Manage and secure our knowledge and information as a key organisational asset in line with our Information Management strategy, relevant policies and best practice.
- Manage electronic documents and records using our approved Electronic Document and Records Management System (SHED).

4. Continuous improvement and innovation

- Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate
- Identify and propose additional business or service opportunities that enhance Council's existing capabilities

5. Health and safety

- Ensure all work is performed in accordance with the requirements of the Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor

6. Teamwork

- Actively contribute to the team by looking out for others, supporting and empowering them and celebrating the success of others
- Build successful workplace relationships by working cooperatively with others

7. Training and development

- Undertake both internal and external training identified as relevant to the role

8. Participate in Council's civil defence emergency response

- Participation in relevant emergency response training and duties as requested by the Chief Executive

9. Perform other duties as may be directed from time to time

- All duties must be carried out to the satisfaction of the Manager

SPECIFIC RESPONSIBILITIES AND PERFORMANCE MEASURES:

Bold text = responsibility

Bullet Point = associated performance measure(s)

1. Assess and make recommendations on Building Act applications

- Assess and make recommendations on requests for Building Consents, PIMs, amendments, Certificate of Acceptance, Certificate for Public Use, Code Compliance Certificates and Compliance Schedules competently in accordance the Building Act 2004, the NZ Building code and relevant standards within statutory time frames and Council performance standards.

2. **Building Consent Authority Accreditation**
 - Keep and maintain a working knowledge of the procedures in the current Quality Assurance System.
 - Maintain continued competency of yourself including timely collation of competency evidence within each review period.
 - Contribute towards the continuous improvement of the building consent authority.
 - Provide support services to the Building Control Services Manager as required.
3. **Carry out the functions and duties as specified in the Building Act relative to residential pool inspections and enforcement**
 - Organise and prioritise work to carry out inspections as required.
 - Take all appropriate follow up action and enforcement in a timely manner.
4. **Administration and Record Keeping**
 - Manage compliance systems for Building Warrants of Fitness, consent expiry timeframes and other issues as directed in a timely and accurate manner.
 - Competently use document management and electronic systems ensuring building records are maintained and located in a timely, accurate and appropriate manner.
 - Provide support as requested to the Building Control Services Manager in complying with Building Consent Authority registration requirements, including preparing documentation and defining systems.
 - Keep and maintain up to date building division records.
 - File building files referred to on a daily basis.
5. **Undertake building inspections as required**
 - Inspect new buildings, alterations, renewals, repairs or additions to existing buildings, retaining walls, space heaters etc for compliance with relevant consents, codes and District Plan requirements and in accordance with council performance standards.
 - Undertake inspection functions in relation to Code Compliance Certificates, Notices to Fix, Certificates of Acceptance and Certificates for Public Use.
6. **Public Relations**
 - Respond promptly to customer enquiries at the counter, by telephone, and by correspondence, providing information from UHCC records and accurate information on legal requirements. Respond to all correspondence and telephone enquiries within in accordance with current service level standards.
 - Dress neatly and be of tidy appearance at all times.
 - Respond in a pleasant and helpful manner to members of the public.
7. **General**
 - Share information and experience with other team members.
 - Furnish such other reports that may be required by the Director of Planning and Regulatory Services within the specified time.
 - Provide support services for LIM applications as required.

PERSON SPECIFICATION:

Qualifications/Experience and Technical Knowledge

- An appropriate qualification in building or a design related field that will be recognised by Regulation 18 of the Building (Accreditation of Building Consent Authorities) Regulations 2006
 - OR
 - A relevant technical and/or trade qualification and be willing to work towards a Regulation 18 qualification;
- Recent and relevant experience in the building industry
- A sound knowledge of the Building Act 2004, the NZ Building Code and associated standards.
- A working knowledge of the Resource Management Act 1991 and The Local Government Act 2002.
- Competent in MS suite of products, general computer use and the ability to adapt to new computer programs easily. The ability to use GoGet is an advantage.
- Excellent written communication skills, in particular recording reasons for decisions.
- The ability to make sound recommendations based on research.
- Commitment to document management.
- Understanding and appreciation of local government's role in the community.
- Ability to identify, analyse and control unacceptable risks.

Personal Attributes and skills:

- A strong commitment to customer service.

- An ability to confidently and clearly communicate technical issues and concepts, including listening to others' points of view.
- Ability to relate to, and effectively communicate with, people at all levels within Council and the local community to gain their understanding, appreciation and support for the work being undertaken.
- An eye for detail and accuracy.
- Well-developed negotiation skills.

Licences

- Full NZ motor vehicle licence (current)
- Have police clearance

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

Signed:

Director/ Manager

Date

Employee

Date