

POSITION DESCRIPTION	
Title:	Senior Building Assessment Officer
Group:	City Development
Reports to:	Manager Building
Grade:	18-19
Position Allowances:	May be eligible for a Market Rate Allowance
Hours:	35
Number of Direct Reports:	Nil
Number of Indirect Reports:	2 Trainees
Vehicle:	Yes – Category A or B
Position Code:	70112, , 70116
Pre-placement Medical:	Not required
National Police History Check:	Not required
WWCC Check:	Not required
Date Developed:	Mar 18
Date Reviewed:	November 2020
Position Purpose	
<p>To assess and determine Development Applications, Construction Certificates and Complying Developments Certificates for all classes of buildings.</p> <p>To act as a registered certifier & PC for Council assessing and determining construction certificates and complying development certificates and carrying out all relevant mandatory inspections in accordance with Legislation.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Relevant qualifications in Environmental Health & Building. • Registration with NSW Fair Trading in the class of Building Surveyor –unrestricted. • Extensive experience in relevant area of environmental health & building surveying. • Demonstrated knowledge of Local Government Act, Protection of the Environment Operations Act, Swimming Pool Act, EP & A Act, NCC/BCA and other relevant legislation. • Demonstrated supervisory, training, mentoring and coaching skills. 	

- Ability to apply experience and knowledge to sign development applications determined by BAO's for Class 1 & 10 buildings that comply with legislation and Council Policy.
- Ability to determine, assess and sign Construction Certificates and Complying Development Certificates in accordance with legislation and policy.
- Ability to interpret broad legislative issues and define policy requirements through the application of discretion, experience and knowledge.
- Represent Council in Land & Environment Court and Local Court:
 - Appear as an expert witness and present Council's decisions in clear and structured manner.
 - Have in-depth knowledge of the matters at hand.
 - Represent Council in a professional manner.
- Experience in using a quality management system or other business improvement initiatives.
- Excellent customer service, negotiating, written and verbal communication skills, public speaking & conflict resolution.
- Excellent teamwork and interpersonal skills.
- Ability to use the Microsoft Office suite of software.
- Current driver's licence.

Desirable:

- Demonstrated knowledge of local government activities and responsibilities.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Assessment and determination of Development Applications (DA) Construction Certificates, Building Certificates and Complying Development Certificates including signing responsibilities as an accredited certifier:

- Ensure compliance with building codes, Council regulations/policy, town planning requirements and environmental legislation.
- Provide accurate and consistent advice to internal and external customers.
- Attend pre-lodgement meetings and provide NCC/BCA advice where required.
- Provide NCC/BCA advice to DA referrals.
- Provide mentoring to staff on all aspects of Building assessment work.

Inspections

- Ability to undertake the following activities, unsupervised, demonstrating integrity and acquired decision making skills to affectively assess:
 - All Building Inspections.
 - Building Certificates for all classes of building.
 - Compliance Certificates.
 - On-site sewage management inspections and approval.

Provide supervision, coaching and guidance to staff:

Mentor junior staff and assist with the progression through the accreditation hierarchy

- Ensure staff are involved appropriately in decision-making and are informed of relevant decisions.
- Implement a formal staff meeting structure, meet informally with staff and be available for comments and questions.
- Ensure staff receive regular feedback regarding their performance and conduct formal performance and development reviews.

Contribute to the overall management of the organisation:

- Implement and develop corporate Council policies and procedures.
- Develop, implement and monitor forward strategic plans, annual management plans and budgets.
- Develop and implement quality management systems and standard operating procedures that comply with legislation.
- Consult with internal and external customers including Councillors, staff, residents, industry, media, contractors and government agencies.
- Prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Maintain currency of professional expertise.
- Develop, coordinate and arrange the annual fire safety provisions for building in Shellharbour and align the program within budgetary constraints.
- Ability to manage and coordinate projects in consultation with Manager.

Other duties as directed by management within the limits of skill, competence and training.**Adherence to Council's Codes and Policies.****Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councillors, Customer and Council.