
Municipal Building Surveyor



Position description

May 2021



Northern Grampians Shire Council
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Position description

Position title	Municipal Building Surveyor
Classification	Salary Negotiable
Department	Development Services
Division	Community Safety and Amenity
Staff Establishment	TBC

Our organisation

Northern Grampians Shire Council values community spirit, innovation and collaboration. We have implemented a flexible approach to working arrangements and locations that operates on the Microsoft Platform and, where possible, we are upgrading our systems to be cloud-based. This improves efficiency and equips our employees to undertake their roles effectively and efficiently whether they are working in the office or in other locations.

Position objectives

As Council's principal advisor on matters relating to Building Legislation, Acts and Regulations, this position provides leadership and guidance to ensure Councils' obligations under the relevant building legislation and compliance services are fulfilled and building matters are professionally and fairly administered throughout the municipality.

Key responsibility areas

- Deliver a range of quality building regulatory services including:
 - provision of technical advice, guidance and direction on procedural and legislative matters relating to the building industry;
 - provision of a range of assessments, approvals and reports to Council on delegated statutory obligations under the Building Act;
 - provision of sound and timely advice to Council in matters related to building compliance and enforcement and representation of Council at building related tribunals, appeals and legislative hearings; and
 - establishment and monitoring of clear and precise performance standards for the Development and Building department and contractors.
- Provide advice and support to the Coordinator Development Services, Manager Community Safety & Amenity, Director Infrastructure, CEO, Council and other areas of Council on building regulatory matters and operational issues,
- Regularly liaise, communicate and negotiate with government departments, agencies and other relevant bodies to keep abreast of changing legislative and practice requirements for building/development assessment.
- Meet with various stakeholders of the development process and provide professional input to help inform all parties and negotiate understood and equitable outcomes, including public information sessions
- Provide regular reporting on building approval statistics, including results of inspections and compliance and promotion of legislative requirements in the community
- Perform, as directed, other duties that are within the limits of the incumbents' skill, competence and training.

Corporate responsibilities

All staff will:

- ensure that Council's Code of Conduct is adhered to at all times
- adhere to Council's OH&S, equal opportunity and risk management policies, procedures and work practices as well as act in accordance with the Charter of Human Rights.
- ensure that information about the activities and direction of the role are communicated to managers and staff within the organisation
- ensure all organisational reporting, Council and management meeting requirements are completed accurately and on time
- ensure Council's document management and customer-tracking systems are utilised and correspondence is actioned within required time frames

Organisational relationship

Reports to	Coordinator Development Services
Manages	NA
External relationships	Community Groups and Organisations, State and Federal Government Departments and Agencies, Peak Industry Bodies (MBA, HIA etc), Professional Consultants and their organisations, Developers, Investors and Building Industry, General Public, Australian Institute of Building Surveyors and Victorian Municipal Building Surveyors Group.
Internal relationships	All council staff.

Accountability and extent of authority

The Municipal Building Surveyor is accountable for:

- The provision of expert advice to the community and Council staff to facilitate building permits.
- Management of the services and activities of the department in accordance with all relevant legislation and industry best practice.
- Provision of high-level advice to the organisation and Council in relation to building responsibilities.
- Strong relationships and management support within the department and in other key areas of the organisation.

The Municipal Building Surveyor has the authority to:

- perform the duties and exercise any powers of the position as legislated in Acts, Regulations and Codes that control building within the municipality.

Judgement and decision making

- Position has authority to make decisions within the bounds of the approved resources, procedures and processes of council and under delegation from Council, will exercise the report and consents pursuant to the Building Regulations.
- Position will need sound judgement in relation to the identification and resolution of complex building matters and will make clear and well considered recommendations on issues of non-compliance or matters that may impact on the reputation of Council.
- Position will identify and develop methods, procedures, processes and policy options related to building responsibilities for consideration and implementation by Council.

Specialist skills and knowledge

- Proficiency in the application and interpretation of legislation in relation to building matters.
- An understanding of the long term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which Council operates.
- Knowledge and skills using computers and Microsoft office package

Management skills

- Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.
- Exceptional written and verbal communication skills, a high level of negotiation skills and the ability to resolve problems innovatively.
- Ability to manage time, prioritise, organise and plan own work and work collaboratively within a professional team.

Interpersonal skills

- Highly developed interpersonal skills evidenced by an ability to maintain effective relationships with Council, the community, management and staff.
- Well-developed skills in written communication including letter writing, reports to Council, Government, and other agencies.
- Ability to analyse and resolve problems relating to the unit with internal and external stakeholders.
- Ability to lead, motivate and develop other employees.

Qualifications and experience

- Registration with the Building Practitioners Board as a Building Surveyor.
- Certificate of Qualification as a Building Surveyor as issued by the Building Qualifications Board
- Experience relevant to the position, in local government or other industry

Selection criteria

1. Relevant registration and certification to work as a Building Surveyor Unlimited
2. Extensive knowledge and understanding of legislation, regulations and codes which control building and development and the ability to provide recommendations in a timely manner
3. Highly developed communication and interpersonal skills
4. The ability to work effectively within a sensitive and political context, collaborating with a range of stakeholders to resolve complex issues.

Conditions of employment

Conditions of employment are in accordance with the *Northern Grampians Shire Council Enterprise Agreement Number 8 – 2018* and Northern Grampians Shire Council policies and procedures.

Qualifying period - All Council appointments are subject to a minimum period of employment ("qualifying period") of six months.

Driving licence – The incumbent must hold a current driver's licence which allows them to drive within Victoria.

Medical examination - All appointments are required to undertake a satisfactory pre-employment medical examination at Council's expense.

Working with Children Check - The incumbent must hold a current Working with Children Check.

Police Check - All appointments are subject to a satisfactory National Police Record Check.

Workcover arrangements - As a condition of appointment to this position, the appointee must disclose pre-existing illnesses or injuries prior to employment and may be required to undertake a medical examination with a Registered Medical Doctor; failure to do this may remove the appointee's entitlement to any future Workcover compensation.

Document review

Date Approved/reviewed

Prepared by

Approved by

Chief Executive Officer