
Building Inspector - Unlimited



June 2021






Northern Grampians Shire Council
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Position description

Position title	Building Inspector - Unlimited
Classification	Band 7
Directorate	Infrastructure
Department	Regulatory Services
Establishment Number	ISRG12

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

Provide statutory building assessments and inspections on behalf of the Northern Grampians Shire Council. Under delegation from the Municipal Building Surveyor the position assists with:

- The regulation of the construction, alteration, demolition or maintenance of buildings.
- The development, implementation and continuous improvement of a prompt, courteous and efficient customer focused building surveying service.
- Supporting the development of a skilled regulatory team and to ensure continuity of delivery of building services.

Key responsibility areas

Building Regulation Services

- Provide specialised professional and technical advice to builders, designers and general public on behalf of the Municipal Building Surveyor on the maintenance of essential safety measure compliance in buildings, temporary structures, and any other inspections, in accordance with the Building Act, Building Regulations, Building Code of Australia and council policy.
- Undertake all necessary building inspections relating to illegal building works to ensure compliance with the Building Act, Building Regulations and associated standards, and prepare building notices and orders where building works do not comply.
- Receive and prepare building permit applications to undertake plan assessments, assist with building inspections, record keeping and preparing completed permits for the issue of certificate of occupancy or certificate of final inspection.
- Mentor and assist Cadets in all aspects of the inspection process in the office and on site

Building Compliance and Enforcement

- Respond appropriately to complaints received regarding building regulations compliance matters.
- Effectively contribute to ongoing Building Enforcement to achieve necessary compliance against breaches under the Building Act 1993 and Building Regulations 2018, including, all necessary building inspections, completion of accurate documentation, preparation of notices and orders, and assistance with prosecutions.
- Assist in maintenance of the swimming pool register and other Council building registers, as required under legislation

Customer Services

- Liaise with the public and personnel involved in the building industry to offer advice and assistance with building related inquiries and building control matters within the position's scope.
- Liaise with relevant statutory bodies and other rural Councils to facilitate successful building information events, including the booking of venues, presenters, advertising and catering.

Other Duties

- 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	N/A
External relationships	Customers (rate payers) and community groups, consultants and developers, building designers, engineers, architects, trades personnel, general public, fellow building inspectors, building commission, government departments and service authorities, legal professionals
Internal relationships	All council staff

Accountability and extent of authority

The position is accountable for:

- Providing specialist advice to internal and external stakeholders and participation in the development of policy and procedure within the area of expertise.

The position has the authority:

- Freedom to act is subject to professional and regulatory review. The impact of decisions made or advice given may have a substantial impact on individual clients or classes of clients.

Judgement and decision making

- The position requires the use of specialised methods, procedures and processes generally developed from theory or precedent.
- Problem solving processes are derived from established techniques applied to new situations and involve recognition of when these established techniques are not appropriate.
- Guidance is not always available within the organisation and should be actively sought through external networks when this is the case.

Specialist skills and knowledge

- Ability to interpret regulations and understand underlying principles from practices.
- Knowledge of the Victorian Building Act and Regulations, the Local Government Act and other information relevant to building legislation, and ability to maintain currency within the discipline
- Understanding of the Planning & Building teams' operational policies, procedures and work plan and how these relate to the wider organisation's corporate goals and Council Plans.
- Strong understanding of organisation/unit policies and precedents.

Management skills

- Skills in managing time, setting priorities and planning organising own work, and where relevant that of other employees
- Ability to achieve specific objectives within available resources and timetable despite conflicting pressures
- Understanding of and ability to implement Occupational Health & Safety procedures and employee development schemes

Interpersonal skills

- Ability to write reports in the field of expertise and prepare external correspondence where required.
- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of broadly defined activities.
- Liaise with internal and external stakeholders to discuss and resolve specialist problems, and work in collaboration with Council's Planning and Environmental Health team to provide prompt and accurate customer-focused service.
- Maintain confidentiality regarding private and / or sensitive information of Council's ratepayers and other customers.

Qualifications and experience

- Tertiary qualifications in Building Surveying or relevant discipline required, with previous relevant experience, preferably in a Local Government environment.
- Registration with the Victorian Building Practitioners Board, as a building inspector unlimited.
- Experience in using various computer software packages to process applications.

Selection criteria

1. Proven ability to interpret relevant regulations and legislation and to apply the principles to practice.
2. Demonstrated ability to write reports and prepare external correspondence to a high level.
3. Proven ability to undertake and complete accurate documentation of building site inspections for compliance and enforcement purposes.
4. A commitment to teamwork and the ability to contribute to team development including assisting other staff members.
5. Ability to liaise with internal and external stakeholders to discuss and resolve specialist problems in relation to building inspections and compliance.

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, to ensure the candidate's ability to fulfil the inherent requirements of the role.

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

June 2021

Prepared by

Coordinator Development Services

Approved by

Manager People and Culture

Employee Signature

[acceptance_status]

[acceptance_date]

[candidate_name]