

Position description

District Building Surveyor

Division:	Liveable Communities
Department:	Building and Environmental Health Services
Reports to:	Coordinator Fast Track Approvals
Number of direct reports:	Nil
Location:	Yalawanyi Ganya, Taree
Grade:	10
Employment status:	Permanent, full time
Hours of work:	35 hours
Date approved:	March 2018

Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

Wellbeing	We value safety, security, health and happiness
Integrity	We are open, honest, accountable and take pride in all we do
Sustainability	We use efficiencies, innovation and cooperation to achieve sustainable results
Respect	We work together respectfully ensuring inclusion, equality and open communication

Position Overview

This position sits within the Building and Environmental Health Services department and is responsible for the delivery of building certification and approval services.

Key Accountabilities & Duties

- Assess, determine under delegation, and monitor a wide range of applications including but not limited to development applications, complying development applications and construction certificates, in accordance with the requirements of the Environmental Planning and Assessment Act 1979, Environmental Planning and Assessment Regulation 2000, Local Government Act, Swimming Pools Act and other relevant legislation.

- Provide professional advice to management and customers in relation to building, planning, environment, development and safety matters.
- Undertake all critical stage building inspections in accordance with the Environmental Planning and Assessment Regulation 2000.
- Assessment of small scale development applications.
- Service of notices and orders pursuant to the Local Government Act 1993, the Environmental Planning and Assessment Act 1979 and the Swimming Pools Act 1992.
- To recommend legal action against offenders and attend court hearings to represent Council as advocate and/or brief legal counsel.
- To attend meetings, forums and panels where input or discussion regarding relevant laws and regulations is required and speak on Council's behalf when necessary.
- To ensure that clients and community are treated professionally to enhance Council's public image.
- Contribute to the delivery of organisational outcomes and the Building Services Operational Plan.
- Provide a high level of customer service to the community, internal customers and other stakeholders.
- Work collaboratively with others to deliver quality outcomes.
- Ensure compliance with relevant legislation and statutory requirements.
- Support and contribute to a culture of continuous improvement.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.
- Other duties within the employee's skill, competence and training level, as required to meet business needs.

Selection Criteria

1. Building Surveyor accreditation (or eligible for accreditation) under the Building Professionals Act at the level of A3 or higher.
2. Extensive experience as a Building Surveyor or similar role.
3. Recognised tertiary qualifications in Building Surveying and/or Environmental Planning & Health.
4. A thorough understanding of the Local Government Act 1993, BCA, Environmental Assessment Act 1979 and the Swimming Pools Act 1992.
5. Excellent interpersonal and written communication skills.
6. Excellent organisational and time management skills.
7. Strong problem solving, conflict resolution and negotiation skills.
8. Demonstrated skills in customer service.

9. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
10. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.
11. Current Class C Drivers Licence

Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework

Capability Group	Capability Name	Level
	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Personal attributes Demonstrate Accountability	Adept
	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Relationships Influence and Negotiate	Adept
	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Results Deliver Results	Adept
	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Resources Procurement and Contracts	Intermediate

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Is a Working with Children Check required for this position?

Yes No

Is a criminal record check required for this position?

Yes No