

Kia Ora Applicant,

Thank you for your interest in the advertised position with our Council. This document tells you a little bit more about who we are, the role here and some things about our District.

## About our Organisation

### Our Character

The South Taranaki District Council (STDC) is a mid-sized local authority with around 220 staff (208 FTEs). We are a rural local authority operating in one of New Zealand's most vibrant economic regions and are responsible for a wide range of local services including roads, water reticulation, sewerage and refuse collection, libraries, parks, recreation services, local regulations, community and economic development, and town planning. The Council's main office is based in Hāwera (population approx. 12,000) and there are several satellite offices in towns throughout the district.

We are a progressive, values-based organisation, which is dedicated to providing quality services and facilities for our communities. We place a strong emphasis on our organisational culture, which is in turn supported by high levels of employee engagement.

## Living our Values

Our values are not voluntary suggestions; they are non-negotiable behaviours. Every STDC employee is expected to endorse and support the Council's strategy, goals and values and actively work to achieve them. This means behaving with a high level of professionalism and integrity by exhibiting courtesy and impartiality towards colleagues and the community.

## Values and Common Purpose



**MAKING OUR** *communities* **BETTER**

## About our District

South Taranaki, a better lifestyle

South Taranaki is one of the three districts which make up the greater Taranaki region – which was voted the 2nd best region in the world to visit in 2017 by Lonely Planet. South Taranaki is situated on the west coast of the North Island with the main centre, Hāwera (pop 12,000) roughly midway between Whanganui and New Plymouth. The district has a population of approximately 30,000 people spread throughout seven towns and a number of smaller rural and coastal communities, all of which have a strong sense of community.

In terms of lifestyle, it doesn't get much better than South Taranaki. Recreational opportunities abound and everything is at your doorstep - the mountain and the sea are only a stone's throw apart. The rugged coastline offers some of the best surfing and windsurfing in New Zealand (Surf Highway 45 is considered one of the best surf coastlines in the world) and the fishing off the South Taranaki coast is just superb. The breath-taking Mount Taranaki provides great walking and tramping opportunities.

South Taranaki has an amazing number of high-quality facilities that districts our size would usually struggle to have. From a state-of-the-art multi-purpose sport, events and recreation complex to modern cinemas, function centres, libraries, art galleries, museums, parks and aquatic centres - South Taranaki boasts all the benefits of a city without the hassles. Add to that, minimal traffic, low unemployment, affordable housing and safe, caring communities and you'll see why South Taranaki is the perfect place to raise a family and call home.



# What this job involves

## Nature and Scope

This is a busy role and if you want plenty of variety, this role has it. Our Building Control team aims for customer service excellence and facilitating high quality consent outcomes for both residential and commercial projects. You will be providing effective and timely technical expertise and guidance in support of building consent applications and the related site inspections. You will also be exposed to a variety of other aspects of the Building Act including the enforcement requirements and Territorial Authority duties, such as earthquake prone buildings, swimming pool inspections and Building Warrant of Fitness audits.

You will hold a relevant tertiary qualification as defined by Regulation 18 of the Building (Accreditation of Building Consent Authorities) Amendment 2017, or hold a commitment to work towards this recognised qualification. You will be knowledgeable in the relevant legislation – Building Act, including the Building Code and relevant Building Regulations, Resource Management Act, NZ Standards, Hazardous Substances, etc and the ability to read and interpret design plans and specifications. A comprehensive knowledge of construction principles and practices is also required as is a clean valid NZ driver's licence. A comprehensive knowledge of construction principles and practices is also required as is a clean valid NZ driver's licence.

Alternatively, this role would also suit a qualified tradie looking for a change or wanting to come off the tools and may even be within five years of retirement. Qualifications and experience in the building sector will be held in high regard with a minimum of two years' experience and a level 4 qualification in the building/trade sector. If this is you, you may be exempt from the above regulations.

Above all else you will be a team player who knows how to connect and maintain relationships with customers and other Council staff, knows how to get things done, have empathy for the challenges and risks faced by building consent applicants, while keeping a steady eye on the requirements.

If required, this role will also receive support and mentoring from the Building Control team.

*A full job description follows.*

## Other Duties

The employee will undertake other activities, duties or internal projects as directed by their Manager/Group Manager in an efficient and effective manner.

## The Position

This is a permanent full-time 40 hour per/week position based at the Administration Building in Hawera and will become part of the Planning and Development Unit reporting to the Building Control Team Leader.

## Salary and Conditions

The Council operates under a Total Remuneration Strategic Pay grading system and the grade for this position sits between **14** and **16**.

A framework for remuneration based on experience, and the achievement and maintenance of competencies, has been developed for the Building Control Officers. A willingness to undertake further professional development is required and expected of those appointed to these roles.

The salary range sits between **\$79,650pa** and **\$103,100pa** and the appointed starting level will be dependent on skills and experience and will be discussed during interviews with shortlisted candidates.

### **Hours of Work**

Council's offices are open to the public from 8.00am to 5.00pm, Monday to Friday. Hours of work for the position to be filled will be discussed at the interview.

### **Relocation Expenses (Permanent Positions Only)**

The Council may assist with relocation expenses for household goods only on the basis of at least two competitive quotes. Should the appointee leave the Council's employment for any reason within a period of two years of the appointment, the Council will require the appointee to refund the removal cost on a pro rata basis.

## **Applications**

If you would like to join NZ's most "Can Do Council", please apply online via the Council's website, [www.southtaranaki.com](http://www.southtaranaki.com) under Council Vacancies. The deadline time and date for applications is stated on the Application Form.

If your application is successful, the information on your application form will become part of the Council's personnel records.

Thank you again for considering joining Council's staff and if you would like more information on this position or to discuss what it's like to work for an outstanding rural local authority, ring us on 278 0555 (local) or 0800 111 323.

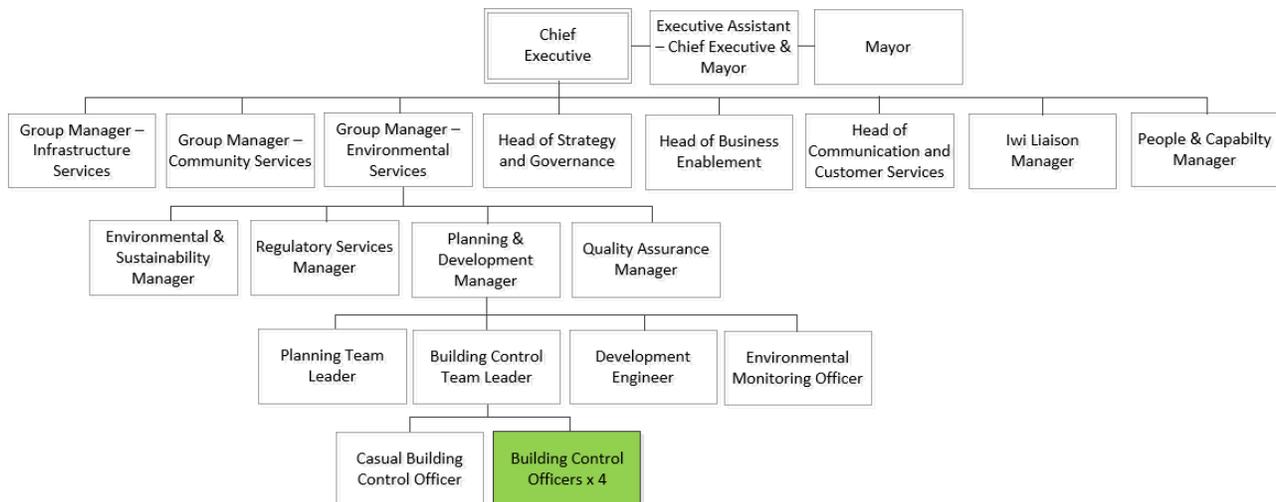
You will find the job description for the position and Council's Vision and Values on the next few pages.

**PEOPLE & CAPABILITY TEAM**

# Position Description

Position Details			
<b>Title:</b>	Building Control Officer		
<b>Unit:</b>	Planning and Development	<b>Group:</b>	Environmental Services
<b>Position Reports to:</b>	Building Control Team Leader		
<b>Salary Grade:</b>	14 - 16	<b>Hours of Work:</b>	40
<b>Staff Management:</b>	Nil	<b>Special Conditions:</b>	Nil
<b>Position Occupant:</b>	Vacant		
<b>Date Created:</b>	August 2020	<b>Date Last Reviewed:</b>	August 2020

Position Objective
The purpose of the position is to undertake the Building Control functions of a Building Consent Authority to ensure compliance with the Building Act and associated Regulations.



## Key Duties and Functions

### Operations

- To check submitted applications for compliance with the requirements of the Building Act and NZ Building Code, including complex projects
- To prepare letters requesting further information
- To provide technical advice and attend to customer/counter enquiries
- To check other relevant legislation affecting the building work
- To carry out site inspections, of buildings with a current building consent
- Records of inspections include sufficient detail and photographs about observations made, including any required on-site tests and examinations
- Site notices are sufficiently clear and detailed to enable communication of any observed issues
- Record and report all unauthorised variations and deviations from approved plans and specifications in respect to any issued building consent
- To carry out visual checks to identify potentially earthquake prone buildings
- To carry out audit inspections on earthquake-prone buildings and swimming pool fences
- Carry out site inspections to investigate and assess alleged illegal construction work and dangerous and insanitary buildings to resolve public complaints and concerns
- Carry out site inspections for new food and liquor licencing applications to investigate and assess for illegal construction work
- Record and Report on non-compliance of Resource Consent conditions observed during the course of other inspection duties or field general enquiries
- Perform final assessment of the building consent file to ensure all outstanding issues have been addressed prior to issue of CCC.
- To undertake enforcement of all aspects of the Building Act, and any associated Amendments to the Building Act
- To process LIM applications.
- To continually develop and improve procedures and policy to ensure good ongoing customer service
- To maintain and develop competencies in all building control functions and identify areas for personal or professional development.

### Health and Safety (Employee)

- Take all practicable steps to ensure your own safety, and to ensure that you do not cause harm to any other person by your actions or failures to carry out actions.
- Demonstrate a personal commitment to Health and Safety in accordance with STDC's Wellbeing, Health and Safety Policy statement, induction declaration and Health and Safety Manual requirements.
- Manage Contractor Health and Safety as per the Contractor H&S Manual and system (when this is a requirement of the position).

### Customer Service

- Demonstrates commitment to the Council's customer services strategic objective of providing excellent service to every customer, every time; by ensuring all customers receive a highly professional, timely, responsive and solutions-focussed service.

### Information Management

- Comply with the Council's documented records management policy, processes, procedures and guidelines.
- Use the Council's approved information repositories to create or capture records.
- Learn how to file and find records in the Council's approved information repositories.
- Ensure no records are destroyed or removed without approval from Information Management.

### Civil Defence

- Attend Emergency Management training at Foundation level.
- Encouragement to take an active part in Civil Defence Emergency Management (CDEM) planning and implementation consistent with the key responsibilities of this position.

### Other

- Other duties as directed, within the skills and capabilities of the employee.

## Attributes and Capabilities

### Attention to Detail

- Does work right the first time
- Notices discrepancies and inconsistencies in available information.

### Change Management

- Understands the need for change; the change process; and supports change management efforts.

### Communication

- The ability to express oneself clearly in conversations and interactions with others
- Speaks clearly and can be easily understood
- Uses an appropriate business writing style, grammar and choice of words.

### Computer Competency

- Computer- literate with software proficiency covering a variety of applications
- Familiar with and working knowledge of Microsoft applications (Word, Excel, Outlook, PowerPoint, Publisher),
- Understands Microsoft operating systems

### Customer Service

- Strives for high customer satisfaction, going out of the way to be helpful and pleasant, making it an easy and positive experience for the customer.
- Recognises different customer service styles and adjusts own service style to achieve the right balance between the needs of the organization and the customer.
- Uses effective strategies to manage or resolve conflict in a positive way.

### Cultural Sensitivity

- Recognises and values the benefits of the diversity of people, ideas and cultures and values these.

### Decision Making

- The ability and confidence to make appropriate decisions in a timely manner.
- Ability to produce alternative ideas or suggestions.

### Personal Credibility

- Demonstrates concern that one be perceived as responsible, reliable, and trustworthy.
- Does what he/she commits to doing.
- Develops a reputation for giving honest and truthful information that can be verified.
- Carries his/her fair share of the workload.
- Takes responsibility for own mistakes; does not blame others.
- Builds a reputation for truthful and ethical behaviour.

### Technical Expertise

- Is sought out as an expert to provide advice or solutions in his/her technical area.
- Keeps informed about cutting-edge technology in his/her technical area.

### Working Independently

- The ability to work independently, with minimal supervision.

## Knowledge, Experience, Qualifications & Skills

### Essential

- A Relevant Tertiary Qualification as defined by Regulation 18 of the Building (Accreditation of Building Consent Authorities) Amendment 2017; or a commitment to work towards the recognized qualification as set out above or alternatively, qualifications and practical experience in the building and construction sector will be held in high regard with a minimum of two years' experience and a level 4 qualification in the sector field.
- Knowledge of relevant legislation – Building Act, including the Building Code and relevant Building Regulations, Resource Management Act, NZ Standards, Hazardous Substances, etc
- Ability to read and interpret design plans and specifications
- Comprehensive knowledge of construction principles and practices.
- Clean valid NZ Driver's License.