

POSITION DESCRIPTION

Building Control Officer

Kaituhi Whare Hautū



Job Title:	Building Control Officer
Group:	Community Development Group
Location:	Paeroa Office
Reports to:	Building Control Team Leader
Supervisory Responsibility:	None
Functional Relationships:	Group Manager Community Development, Planning staff, Design and Transport teams, Asset Managers, Contractors, Public
Authorities:	In accordance with the Delegation Manual

General function of the position

To provide a service which meets anticipated demand and statutory requirements for the processing and monitoring of Building Consents. To provide information to the public in line with statutory requirements in respect to the Resource Management Act, the Building Act 2004 and other relevant legislation.

Organisation values

Hauraki District Council has four values that form the core of how employees carry out their work and conduct interactions both internally and externally. The values shape the culture of our organisation and demonstrate what is important within HDC. These values focus on 'how' we do the job, and 'how' we conduct ourselves in the workplace. This is 'The Hauraki Way'.

Communication	Respect	Commitment	Positive attitude
<ul style="list-style-type: none"> I share relevant information with others I listen to understand I value feedback I use an appropriate communication style 	<ul style="list-style-type: none"> I always keep an open mind I acknowledge and respect differences of opinion I am always considerate and understanding I treat others as I would want them to treat me 	<ul style="list-style-type: none"> I always do my best I follow through for my customers and team I go the extra mile I take personal responsibility for my actions – I walk the talk 	<ul style="list-style-type: none"> I offer ideas and solutions I look for better ways of doing things I am fun to work with I am a can-do employee



Key tasks

1. To review consent applications where required in accordance with statutory requirements and Council's policies
2. To carry out monitoring and enforcement activities in accordance with statutory requirements and Council's strategies.
3. To receive and respond to enquiries, both internally and externally, of a monitoring nature.
4. To show a commitment to Hauraki District Council and provide organisational support as required.

1. Consent Applications

Key Tasks	Key Performance Indicators (KPIs)
1.1 Receive, process and review building consent applications including site visits, plans, specification checking and other activities to ensure compliance with statutory requirements and Council policies.	<ul style="list-style-type: none"> • 100% of building consent applications not requiring additional information are processed within 20 working days. • Applications comply with: <ul style="list-style-type: none"> ○ Building Act 2004 and the NZ Building Code ○ Council's bylaws ○ Council's District Plan ○ Resource Management Act 1991 and associated regulations.
1.2 Process applications within given timeframes.	<ul style="list-style-type: none"> • Statutory timeframes are met. • Applications are processed according to established Council policy.
1.3 Liaise with applicants, keeping them informed on progress with applications and communicating the final outcome in liaison with the Customer Services Advisory team.	<ul style="list-style-type: none"> • Applicants are informed and site visits are undertaken as required.
1.4 Undertake site visits and provide reports relating to Resource Consent applications as it relates to building control.	<ul style="list-style-type: none"> • Reports are prepared in a timely and professional manner.

2. Monitoring and Enforcement

Key Tasks	Key Performance Indicators (KPIs)
2.1 Undertake monitoring and enforcement activities in all areas of property development.	<ul style="list-style-type: none"> • Undertake scheduled inspections. • Activities are undertaken in accordance with the Hauraki District Council Building Control Quality Assurance Manual. • Building consent processing is undertaken in accordance with the Building Control Procedures Manual.
2.2 Monitor and ensure compliance with consent conditions, and the sustainability of the environment.	<ul style="list-style-type: none"> • Audits confirm building consents and construction comply with the approved plans and specifications and the New Zealand Building Code.
2.3 Monitor and ensure compliance with statutory requirements.	<ul style="list-style-type: none"> • Building Control Officer has good working knowledge of the: <ul style="list-style-type: none"> • Building Act 2004 and the NZ Building Code • Council's bylaws • Council's District Plan



		<ul style="list-style-type: none"> • Resource Management Act 1991 and associated regulations.
2.4	Monitor the effectiveness of Council's policy statements and plans.	<ul style="list-style-type: none"> • Able to report on effectiveness of policy statements and plans as required.

3. Customer Service

Key Tasks		Key Performance Indicators (KPIs)
3.1	Receive and respond to enquiries, both internally and externally.	<ul style="list-style-type: none"> • Act as duty building officer as rostered. • Quality customer communication, consultation and service is provided. • Accurate and appropriate information is provided on matters within the scope of the Group's activities. • Work towards achieving Council's percentage target of customers satisfied with the building consent process as measured by the customer satisfaction survey. • Public enquiries outside the Building Control Officer's scope of duties are referred as appropriate to other staff members.
3.2	Prepare reports and correspondence as required from time to time.	<ul style="list-style-type: none"> • All reports to Council or its Committees are first submitted for approval to the Building Consent Team Leader.

4. Other Duties

Key Tasks		Key Performance Indicators (KPIs)
4.1	Other duties are undertaken as are reasonably required.	<ul style="list-style-type: none"> • Other duties are completed as are reasonably required.
4.2	Demonstrate a commitment to a culture of safety and wellbeing within the Council as set out in the HDC Safety & Wellbeing Charter.	<ul style="list-style-type: none"> • Actively shows support and commitment to workplace health and safety in accordance with the HDC Safety & Wellbeing Charter so that 'Everyone is Safe and Well at the End of the Day'.
4.3	Take reasonable care for own health and safety, and ensure that own acts and/or omissions do not adversely affect the health and safety of others.	<ul style="list-style-type: none"> • Comply with any reasonable instruction that is given by the Council. • Co-operate with any reasonable policy or procedure.
4.4	Provide organisational support as required, such as in respect of Civil Defence activities.	<ul style="list-style-type: none"> • Employee participates in Civil Defence activities and events as required and as directed.
4.5	Abide by the general expectations, codes of conduct, values and policies and procedures as outlined on the Hauraki District Council intranet.	<ul style="list-style-type: none"> • Employee takes an active approach in familiarising themselves with HDC's policies, together with relevant plans, procedures and processes. • All applicable policies and procedures are adhered to.
4.6	Participate fully in organisational processes including staff meetings, Personal Performance and Development (PPD) programmes, project teams and other initiatives.	<ul style="list-style-type: none"> • Employee takes an active approach in respect of organisational processes and meets expectations with regard to their role in delivering results. • Staff meetings are attended, PPD programmes are undertaken, assistance is provided on project teams etc. as relevant.



Person specification details

1. Expertise

Qualifications:	Full NZ Drivers' Licence National Diploma Level 6 (3 year diploma) Minimum: A Reg 18 Qualification
Experience:	2-3 years relevant work experience Competency Assessment R1 – C1 Preferable

2. Skills

Ability to organise	Has a systematic approach that leads to the successful completion of tasks and events. Has ability to programme and organise work, and keeps functional records and filing systems in order.
Commitment / Personal Accountability	Is self-motivating and self-managing. Follows through projects to completion. Has a high standard of personal integrity and professionalism.
Communication	Can clearly convey information and ideas through a variety of appropriate media to individuals or groups in a manner that helps them understand and retain the message. Communicates in a compelling and articulate manner that instils commitment. Responds to correspondence, voice mail and e-mail promptly.
Customer Focus	Makes customers and their needs a primary focus of their actions. Develops and sustains productive customer relationships. Understands customer service principles and practices. Presents a professional image, eg. dress code, behaviour, conduct.
Decision-making / Problem solving	Is able to form judgements and make decisions within known parameters. Can resolve conflict or differences of opinion.
Negotiating	Ability to relate to people at all levels and to negotiate outcomes. Has specialised and highly developed problem solving and resolution skills.
Professional / Technical Expertise	Demonstrates a high level of expertise in all phases of the job and forms opinions and conclusions which are technically sound and well founded.
Quality and Accuracy	Meticulous worker who seeks continuous improvement. Takes pride in presentation and standard of work and adopts a 'get it right first time' approach.
Teamwork	Actively participates as a member of a team to move the team toward the completion of goals. Contributes actively and fully to team projects by working with colleagues collaboratively, working towards consensual solutions that enhance the output of the team. Accepts share of workload.

3. Knowledge

Computer Literate	Demonstrates relevant levels of computer literacy and competency, with a working knowledge as follows: <ul style="list-style-type: none"> • Microsoft Office (e-mail, calendar etc) Intermediate • Microsoft Word Basic • Microsoft Excel Basic • Microsoft Powerpoint Basic
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	<ul style="list-style-type: none">• Document Scanning / Imaging
Legislation	Has a demonstrated working knowledge of legislation relevant to the position and is able to apply that knowledge, particularly in relation to the Building Act, Local Government Act, Resource Management Act.
Working Knowledge – Building, Plumbing and Drainage	Has knowledge and practical experience in the field of building, plumbing and drainage
Working Knowledge – District Plan	Has a working knowledge of the District Plan.
Working Knowledge – Document Management Systems	Has knowledge and practical experience with Document Management Systems

