

Senior Building Control Officer

To perform building control functions at a senior level as delegated by the WDC along with other related functions as nominated.

Our Tikanga

Whanaungatanga

(fostering relationships and a sense of connection)

- We build on relationships established through shared experiences and working together.
- We get to know each other and take time to greet each other.
- We create opportunities to build relationships and share knowledge with a diverse range of people.
- We value the people around us and their unique contribution to the organisation.

Manaakitanga

(showing respect and care for others, hospitality, kindness and support)

- By showing manaaki we lift the mana (prestige) of all involved.
- We are part of the community and care about outcomes for external and internal customers.
- Our interactions with customers will respect and support their needs.

Kotahitanga

(unity, solidarity, togetherness and collective action)

- We have one shared direction and we all work together towards achieving it.
- We will stop doing anything that strays us from the agreed path to success.
- Our processes lead us to unified outcomes for our customers.
- We speak as one voice.

Atawhaitanga

(protection, stewardship, trust and a responsibility for long term outcomes)

- We deliver our responsibilities in the management and sustainability of our District in a trustworthy way.
- We collaborate and establish partnerships that enhance our role in the social, environmental, economic and cultural wellbeing of our communities.

Our expectations

As part of the Whangarei District Council we want to work as a team to deliver the best outcomes for our district. We are building our organisational culture around the principles of delivering for our customers, our organisational tikanga, working together, and focussing on outcomes rather than tasks.

That means we will:

- provide strong customer service to all our customers
- operate collaboratively as a total Council team
- deliver our services in a way that is best for the district (as opposed to best for the Council), and
- use our organisational tikanga to guide our decision making.

In short, we want you to think about what we are trying to achieve, and then work as a team to provide great services to the residents of our district.

Senior Building Control Officer – that's your primary task at Whangarei District Council. But working with us is much more than simply completing the task – it's about how you go about doing the task, how you make a difference to the organisation, the ways you work with others, and how you deliver the best services to the district.

We're continually looking at better ways of working together here at Council. We think each of us has a key role to play in making our district a great place to live. We do that by giving superb service to our customers; we do it by working together as a group; we do it by building a culture where we can all contribute our ideas; and we do it by focusing on our outcomes.

Where appropriate, we want you to be part of cross organisational teams, to bring your solutions to the table, and to work with those teams to implement them.

What you will do

Consenting and Processing

- Process plans, specifications and other construction documentation for commercial and residential buildings and structures.
- Ensure all project information inputs are accurate and reliable.
- Ensure that the principles, requirements and obligations of the Building Act and other legislation are applied throughout the consenting process.
- Execute work of a more complex and challenging nature outside the scope of the normal Building Controls Officer.
- Mitigate liability by identifying risk areas and forming strategies to manage.

Inspections and Certifying

- Carry out inspections on residential and commercial buildings and structures to ensure compliance with Building Consents, NZBC and the Building Act.
- Issue and follow up of Notices to Fix in accordance with Building Act.
- Record and/or report the result of the inspections and follow up as required.
- Conflict resolution between parties on Building Act and Building Code matters.
- Execute work of a more complex and challenging nature outside the scope of the normal Building Controls Officer.

Training, Development and Mentoring

- Provide one on one training to Building Control Offices as nominated by Team Leaders.
- Mentor and develop allocated Building Control Officers under your care and provide detailed hands on guidance.
- Provide guidance and leadership to BCOs in day to day tasks and decisions.
- Participate in the allocation of tasks and supervision of BCOs.
- Lead by example and displays a customer focused approach especially under pressure.

Technical Advice, Project Work and BCA Support

- Exercise expert judgment in greater discretionary areas such as gaps in legislation, application of determinations, case law (legal precedent) and policy.
- Assess 2 year expiry deadlines for issue of CCC, and decide whether CCC can be issued.
- Allocate categories/task allocation for buildings to competency levels of Building Control Officers for consent processing and inspections.
- Interpret the requirements for Section 72 and 75 and apply.
 - Weathertight issues; assess areas of risk whether existing buildings or proposed and form strategies to manage these risks.

What we all do

- Demonstrate a commitment to cultural awareness in all aspects of work and development.
- Demonstrate a commitment to Council's Diversity policy in all aspects of work and development.
- Embrace training and professional development opportunities for continuing improvement.
- Undertake Civil Defence Emergency Management responsibilities if required

Customer service

- Demonstrate a "customer first" culture within the team, department and in the wider organisation.
- Act as a Customer Advocate in the team, department and in the wider organisation.
- See customer feedback as an opportunity to improve service.
- Develop partnerships within the organisation to meet customer needs.
- Contribute to the development of customer focused policies and procedures.

Health and safety

- Accurately and promptly report all accidents, incidents and risks by the end of the working day.
- Keep yourself and others safe.
- Adhere to all Council Health & Safety policies, procedures and guidelines.

What you will bring

- Diploma Building Control Surveying or equivalent
- Degree in construction related field
- Member of appropriate institution or association
- Five to 10 years experience working as a Building Officer or similar
- Ability to read, comprehend and interpret plans and specifications.
- A high level of expert knowledge in building controls and legislation.
- Capable of technical supervision as per competencies.
- Ability to train and mentor the technical ability and performance of others.
- High level of customer liaison.

- Read and keep up to date with all legislation, policies and procedures affecting designated area.
- Follow all BCA procedures and policies and act as an advocate for the BCA and its procedures.
- Become Building Consent Authority ambassadors and implant the organisation's core values throughout all business areas.
- Identify any examples of non-compliance with BCA policies or procedures and alert the appropriate Team Leader.

Additional Information

Financial responsibilities – Nil

Position Grade – 16

Organisation Chart – see below

