



Building Compliance Officer Position Description

Department/Group:	Building Control/ Compliance
Reports to:	Team Leader Inspections
Location:	Municipal Building, 101 Guyton Street, Whanganui
Post Number:	EMV 611
PD Created / Modified:	November 2024

Whanganui District Council Vision

To be an energised, united, and thriving district offering abundant opportunities for everyone.

Our Values

- Positive and encouraging
- Collaborative brilliance
- Make great happen

Position Purpose

The **Building Compliance Officer** is responsible for providing a safe environment for the public in and around buildings; ensure that buildings and structures comply with legislative standards.

Key Result Areas

The **Building Compliance Officer** will assess Compliance Schedule and Building Warrants of Fitness applications in accordance with Building Consent Authority procedures at pre-issue stage to ensure that the specified features within any building that is being erected or altered meet the requirements of the Building Act 2004.

The **Building Compliance Officer** will undertake building audits to ensure that the specified features within any building that is being erected or altered meet the requirements of the Building Act 2004.

The **Building Compliance Officer** shall assist the Building Warrant of Fitness Administrator to ensure that all buildings in the district that require Compliance Schedules and Building Warrants of Fitness comply with the Building Act 2004 and that the inspection and maintenance procedures by approved Independently Qualified Persons are meeting the requirements of the Compliance Schedule.

The position of **Building Compliance Officer** encompasses the following major functions or Key Result Areas:

Key Result Area:	Job holder is successful if:
1. Building Consent Applications – Compliance Schedules	
<ul style="list-style-type: none"> • To issue Project Information Memoranda to applicants within statutory timeframes. • Assess for the completeness of documentation prior to acceptance of application. • Assess completed building consent applications in relation to information for specified systems as required. 	<ul style="list-style-type: none"> • Project Information Memoranda are circulated around all relevant personnel and issued within statutory timeframes. • Peer reviews find no issues with level of information. • Building consent applications have sufficient information in relation to specified systems, including codes and standards. • Building consent applications are processed in accordance with statutory requirements and time frames.
2. Building Audits	
<ul style="list-style-type: none"> • To undertake audits of buildings to ensure compliance with statutory legislation, associated regulations and the approved Compliance Schedule. • On-site plan vetting and interpretation. • Complete audit check-list and load results into the computerised database. • Office administration duties including pre-audit research. 	<ul style="list-style-type: none"> • Work consented under building legislation and regulations is audited for compliance with the NZ Building Act/Building Code/approved Compliance Schedule. • Specified systems comply with approved plans/specifications/Compliance Schedule. • Building audit outcomes are recorded in the computer database throughout all stages of the audit process and accurate records are kept up to date. • Officer is prepared on case history prior to audit.
3. Compliance / Enforcement Action	
<ul style="list-style-type: none"> • Ensures compliance of buildings and structures with all relevant legislation (Residential and Commercial). • Establishing compliance schedule statements for new commercial buildings and/or altering an existing compliance schedule to an existing building. • Compliance Schedule and Building Warrant of Fitness Processing and Audit functions. • Amusement Device applications are processed and inspected accordingly to the Amusement Device Regulations. • Investigates complaints and queries to ensure buildings are safe and sanitary. 	<ul style="list-style-type: none"> • Buildings are audited for compliance with the approved Compliance Schedule. • Buildings are habitable, safe and sanitary as required by building legislation. • Compliance schedules are managed effectively, as required. • Building warrants of fitness are audited within given timescales. • Amusement device inspections are completed to ensure that the designated amusement device/s and site complies with the approved permit.

<ul style="list-style-type: none"> • Assist Building Control Officers with final inspections of commercial buildings to ensure that all Specified Systems as detailed in building consent documentation has been completed and final testing has been completed and signed off by the relevant testing authority. • Office administration duties including:- • Site Instruction notices issues as required • Notices to fix are issued when required. • Infringement notices are issued where required. • Prepare and give evidence in prosecutions. 	<ul style="list-style-type: none"> • Advises, and if necessary, enforces building owner/occupiers of work to be carried out to ensure compliance. • Enforcement action is taken for non-compliance and when required site instruction notices and notice to fix are issued. • Documents are issued and recorded in accordance with regulations and codes.
4. Technical Advice / Customer liaison	
<ul style="list-style-type: none"> • Assists and advises the Customer Services Officers to answer building specified systems/BWoF related queries at the public counter/by telephone. • Consults with internal and external services and agencies including regulatory bodies, local businesses and community organisations on matters relating to local regulatory policy and practice. • Provides technical assessment of commercial work; in particular fire and life safety systems. • Liaises with internal and external customers and to investigate and clarify any matter raised in relation to relevant building legislation and regulations. • Ensures that effective working relationships are developed and maintained and that excellent customer service (internal and external) is provided at all times. • Face to face meetings with clients/trades personnel on-site to discuss plan interpretation and compliance with building regulations. 	<ul style="list-style-type: none"> • Customer Services Officers receive support and advice in answering straight forward and technical building related queries. • Provides technical advice on complex building matters to other professional technical and general customers. • Commercial work competently assessed. Fire safety considerations taken into account. • Expert assistance is given to clarify any areas of uncertainty in relation to relevant building legislation and regulations • Attends and contributes positively to staff and other meetings. • Prepares correspondence, letters and witness statements as necessary. • Good working relationships maintained and the outcome that is achieved complies with building code and /or reduces risk to a minimum.
5. Land Information Memoranda	
<ul style="list-style-type: none"> • Process Land Information Memoranda. 	<ul style="list-style-type: none"> • Compliance Schedule and swimming pool related information is provided to enable Land Information Memoranda to be processed within set timescales. • Site audits are carried out where requests to assess site development in relation to council records and to take appropriate action if illegal work is found.

6. Customer Service	
<ul style="list-style-type: none"> • Demonstrate a “customer first” culture within the team, group and in the wider organisation. • Act as a Customer Advocate in the team, group 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 procedure. 	<ul style="list-style-type: none"> • There is demonstrated application of the Customer First and associated guidelines. • Availability for customers is ensured. • There is evidence of understanding of the needs of the customer and improving customer service. • Any appropriate Service Level Agreement requirements are met. • CRM and correspondence are responded to in required timeframe (where appropriate) • Customer queries/requests are followed through in manner that ensures closure.
7. Long-term & Annual Planning Process	
<ul style="list-style-type: none"> • Support and participate in the Long-term & Annual Planning Process for the Council when required. 	<ul style="list-style-type: none"> • The Project Manager receives effective support in achieving the Council’s statutory obligations in the development of the plans, including by providing high quality and timely information to the Project Manager as required. • Contributes to the development of business cases that support effective decision making.
8. Emergency Management	
<ul style="list-style-type: none"> • Support and participation in Emergency Management for Council when required. 	<ul style="list-style-type: none"> • The Emergency Manager receives effective support in achieving the Council’s statutory and community obligations in emergency and risk management. • Effective and active participation, and, where appropriate, the release of staff for emergency response situations and planned training.
9. Risk Management	
<ul style="list-style-type: none"> • Compliance with Risk Management. 	<ul style="list-style-type: none"> • Best practice risk management procedures apply to all projects, contracts, and day to day activities. • Compliance with Council risk management policies and procedures including Business Continuity, Crisis Management and Legal Compliance. • Risks associated with functions managed and policies being developed are accurately identified, evaluated, and reduced.

10. Health and Safety	
<ul style="list-style-type: none"> • Comply with all safe work procedures, policies, and instructions. • Report all incidents, hazards/risks, and injuries to supervisors in a timely manner. • Actively participate in the ongoing development of safe workplace practices in the Whanganui District Council. • Take personal responsibility for own safety without putting others at risk. 	<ul style="list-style-type: none"> • Comply with any reasonable instruction that is given to you by the PCBU or your Manager. • Timely, full, and accurate completion of incidents on the H & S electronic reporting. • Participate in all Whanganui District Council Health & Safety Induction programmes and updates as and when required. • Demonstrate commitment to Health & Safety for yourself, your staff and contractors and your work colleagues.
11. Professional Development and Training	
<ul style="list-style-type: none"> • Professional Development/Training Needs are identified and enacted. 	<ul style="list-style-type: none"> • Own training needs are identified through appraisal and training needs analysis. • Agreed training programmed/development opportunities are taken up. • Knowledge of both management and professional areas remains up to date.
12. Other	
Special projects and additional duties commensurate with the position are completed from time to time as requested, meeting quality standards and deadline requirements.	

Note: The above performance standards are provided as a guide only. The precise performance objectives and measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> • Environmental Standards Team • Other regulatory services staff • Courtesy, understanding others, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading 	<ul style="list-style-type: none"> • Applicants • Home owners • General Public • Developers, Architects, Consultants & professional advisors • Contractors/Builders and other trades • Community bodies • Courtesy, understanding others, giving/receiving information, explaining things, liaising, advising, gaining cooperation, facilitating, influencing and persuading, resolving minor conflicts, mediating, negotiating

Role Scope:

Direct Management of Staff:	Nil
Indirect Management of Staff:	Nil
Delegated Financial Authority:	In accordance with delegated authority guidelines

Qualifications and Experience:

Essential:	Desirable:
<ul style="list-style-type: none">• Professional body membership (or the ability to gain).• A current full NZ driver’s licence.• Has proven experience in the building sector that may include carrying out the duties of an Independent Qualified Person (IQP), Building Control Officer, specified systems installation and maintenance experience or/and with building, plumbing and drainage practices.• Has a comprehensive understanding of building codes, regulations, fire safety legislation and associated building trades.• Displays knowledge of building, plumbing and drainage products and installation requirements.• Able to work under pressure, assess priorities and meet set deadlines.• Able to deal tactfully and positively with a wide range of people e.g. builders, emergency services, colleagues, members of the public, elected members.• Can work as part of a team but also act on own initiative.• Able to grasp new ideas quickly, be flexible and able to adapt to change.• Willingness to attend incidents that extend outside of normal office hours.	<ul style="list-style-type: none">• Member of Building Officials Institute of NZ (BOINZ).• Large commercial building experience.• Understanding of specified systems and associated standards.

Variation:

From time to time, it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Acceptance of Position Description

I have read the attached Position Description and agree that it represents the duties I will perform for the above position.

Employee: _____ Dated: _____

Manager: _____ Dated: _____