



## Position Description – Senior Building Surveyor-Building Compliance

**This position reports to:** Team Leader Building Compliance **Career Level:** 16

### Position purpose:

As a member of the Building Compliance Team the Senior Building Surveyor - Building Compliance will be responsible and accountable for:

The Senior Building Surveyor – Building Compliance plays a crucial role in ensuring that building works within the Selwyn District comply with all relevant legislation, standards, and regulations, including the Building Act 2004 and New Zealand Building Code. This role is responsible for overseeing the inspection, evaluation, and certification of building projects to ensure safety, durability, and compliance while providing leadership within the Building Compliance team.

### The key areas of responsibility include;

#### Building Inspections and Compliance:

- Conduct inspections of residential, commercial, and public buildings to ensure compliance with building consents, legislation, and safety standards.
- Assess and report on building structures and systems, identifying defects and potential non-compliance issues.
- Issue compliance schedules, notices to fix, and code compliance certificates (CCC) as required.

#### Building Act Enforcement:

- Investigate and enforce non-compliance with the Building Act 2004 and the New Zealand Building Code.
- Undertake enforcement actions in relation to illegal building works, including issuing notices and liaising with legal teams.
- Represent Selwyn District Council in legal proceedings related to building compliance.

#### Leadership and Mentorship:

- Provide guidance and mentorship to junior building surveyors and compliance officers within the team.
- Support the team in the development and implementation of best practices and standards in building compliance.
- Assist in training and development programs for building compliance staff.

#### Stakeholder Engagement:

- Liaise with property owners, developers, contractors, engineers, and architects to provide expert advice on building compliance issues.
- Respond to public inquiries and complaints regarding building compliance matters.

#### Policy and Procedure Development:

- Contribute to the development and improvement of policies, procedures, and guidelines related to building compliance.
- Ensure continuous alignment with national and local regulatory changes and industry standards.

#### Reporting and Documentation:

- Prepare detailed inspection reports, technical assessments, and other documentation required for legal compliance.
- Maintain accurate records of inspections, enforcement actions, and compliance-related activities.

**Direct reports:** Nil

**Indirect reports:** Nil

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## Deliverables

### Big Picture

- Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required
- Stay up to date with legislation and practices as appropriate to role
- Understand the intent/ethos of local government and the services provided by other parts of the Council
- Stay informed of organisational activities and decisions through being attentive to communications
- Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work

### Performance

- Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently
- Report on progress to plan, and against own KPIs
- Take an active role in own goal setting, learning and development
- Correctly and appropriately use technology as required for role, including new technologies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Comply with all legislation and Council policies
- Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment
- Set a positive example for punctuality, attendance and work ethic

### People & Culture

- Act in ways that align with and promote Council values
- Be a positive and constructive team member
- Collaborate on cross team/discipline projects and teams as required
- Constructively and successfully adapt to changes
- Take positive actions to keep self and others physically and psychologically safe and well
- Attend, be prepared for and engage constructively in all meetings
- Deliver exceptional customer service consistently (make every interaction count)
- Build effective, sustainable relationships at all levels
- Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)

### Requirements for all staff

- Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.
- Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.
- Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.
- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

### Emergency Management requirements for all Council Staff

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.  
Required assistance may include:
- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

## Authorities

- Authorised to commit the Council to a course of action by signing external correspondence within approved delegation levels. For courses of action which will exceed the delegation levels, this must be done in conjunction with your manager.
- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

## Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• At least 5-7 years of experience in building surveying or a related compliance role</li> <li>• Demonstrated experience in conducting building inspections, issuing compliance certificates, and enforcing building regulations.</li> <li>• Ability to communicate clearly and appropriately for a range of audiences and adapt style accordingly</li> <li>• Strong knowledge of the Building Act 2004, New Zealand Building Code, and related regulations.</li> <li>• Excellent analytical skills and attention to detail.</li> <li>• Ability to interpret complex technical plans and specifications.</li> <li>• Strong problem-solving and decision-making abilities.</li> <li>• Leadership and mentoring skills with the ability to motivate and support a team.</li> <li>• Ability to work independently and as part of a team in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a local/central government environment</li> </ul>

## Key relationships

External	Internal	Committees/groups
Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
Territorial and Regional Authorities	Elected Community Board Members	
Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC)		
Greater Christchurch Partnership		
Non-government agencies		
Unions – Public Service Association		

## Individual Contributor Competencies



**Eats problems for breakfast.** When faced with a new situation or setback, uses initiative and takes appropriate action.



**Does Change Well.** Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



**Builds Togetherness.** Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



**Rocks the messaging.** Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



**Tackles the tough stuff.** Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



**Delivers the goods.** Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



**Brings out the best.** Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



**Sets the tone.** Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

## Education, Qualifications, Memberships

Essential	Desirable
A relevant tertiary qualification in building surveying, architecture, engineering, or a related field.	•

The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.

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